

**Job Description**

**Job Title:** Deputy Registrar

**Salary Grade:** Grade 3

**SCP:** 18 - 21

**Job Family:** Facilities and Customer Support

**Job Profile:** FC 3

**Directorate:** Commercial Development Directorate

**Work Environment:** Office / Agile

**Reports to:** Bereavement and Registration Services Manager

**Number of Reports:** N/A

**Purpose:**

**1.** To ensure the effective and accurate registration of births, still-births, deaths, marriages and civil partnerships in the Sunderland Registration District. To undertake all roles and responsibilities associated with the position of Deputy Registrar.

**Key Responsibilities:**

**1.** To register all births, still-births and deaths within the District in accordance with legislation.

**2.** To register marriages within the District in accordance with legislation.

**3.** To attest declarations of birth, deaths and still-births for transmission to other

Registration Districts.

**4.** To investigate and ascertain the needs for deaths to be reported to the Senior

Coroner and report to the Coroner as and when necessary.

**5.** To accurately enter all the details of the registration into the legal registers and ensure the statutory responsibility for the safe-keeping of those registers is adhered to.

**6.** Following registration, to issue all certificates and necessary documentation in relation to the registration to the informant.

**7.** To check the legal preliminaries (ensuring marriage / civil partnership may proceed) and register marriages / civil partnerships at the Register Office, Decommissioned Marriage rooms or Approved Premises.

**8.** To ensure that the parties marrying or forming a civil partnership understand the importance of the contract they are making.

**9.** To ensure that all such marriages and civil partnerships are in accordance with the law.

**10.** To undertake ceremonies at the Register Office, Decommissioned Marriage Rooms and Approved Premises within the Sunderland Registration District. This is to include normal office hours, and weekends and bank holidays.

**11.** The nature of the work may require the post holder to attend any location within Sunderland City Council’s boundaries. The use of public transport is not appropriate and therefore a full driving licence and access to a motor vehicle is required.

**12.** To maintain an up to date, sound working knowledge of civil registration via the General Register Office Handbook, legislation and circulars.

**13.** To maintain appropriate administrative and filing systems, and be responsible and accountable for General Register Office stock and stationery.

**14.** To be responsible for the banking of income.

**15.** To assist at Citizenship Ceremonies.

**16.** The post holder must carry out their duties with full regard to the Councils Equal Opportunities Policy, Code of Conduct and all other Council Policies.

**17.** The post holder must comply with the Councils Health and Safety rules and regulations and with Health and Safety legislation.

**18.** The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.

**19.** The post holder must comply with principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

**20.** The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time, as deemed appropriate by the Proper Officer Representative or the Superintendent Registrar.

**Supplementary Information**

**Statutory Disqualifications (under the Registration of Births, Deaths, and**

**Marriages Regulations 1968 – 86)**

No person can be qualified for an appointment as a Deputy Registrar if he or she:

i) has been declared bankrupt and has not subsequently obtained his or her discharge, or if he or she is the subject of a bankruptcy restrictions order or an interim order, or if he or she has made any composition or arrangement with his or her creditors and has not subsequently paid his or her debts in full or obtained a certificate of discharge.

ii) has been dismissed from any Registration Office and / or the Registrar

General does not consent to his or her appointment.

iii) is, or has been in the last 12 months preceding the date of which the appointment is to take effect, a member of the Council, or of a committee of the Council having duties in relation to the appointment of Registration Officers.

iv) holds any office as authorised person, secretary (for marriages) of a synagogue or registering officer of the Society of Friends.

v) is a minister of religion, a medical practitioner, a midwife, an undertaker, or any other person involved in a burial or cremation business, a person engaged in

any business concerned with life insurance, or a person engaged in any other calling which would conflict or prevent proper performance in person of the duties of the office for which he or she is a candidate.

vi) is an officer or servant of the Council appointed by them to exercise the functions of the Proper Officer.

vii) is a Coroner or in an office or servant of a local authority employed by them in the performance of duties relating to their functions as a burial authority.