

DARLINGTON BOROUGH COUNCIL

RESOURCES GROUP

JOB DESCRIPTION

<u>POST TITLE :</u>	Deputy Registrar
<u>PAY BAND :</u>	Band 7
<u>JOB EVALUATION NO. :</u>	E3344
<u>REPORTING RELATIONSHIP</u>	Superintendent Registrar
<u>JOB PURPOSE :</u>	To undertake and assist with the delivery of statutory and non-statutory activities of the registrar office.
<u>POST NO.</u>	POS001421
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To register and perform marriage ceremonies at the Register Office and at Approved Venues in accordance with statutory and non statutory guidelines.
2. To produce copy marriage certificates following the registration of the marriage.
3. To perform non statutory ceremonies as required including naming ceremonies and renewal of vows ceremonies.
4. To ensure a complete understanding of the Service, including Regulations, the Registration Handbook, Circulars and other instructions.
5. To be responsible for the appropriate handling of marriage registers and certificates during use.
6. To undertake training activities to aid development and in accordance with the aims and objectives of the service.
7. To promote the Darlington Registration Service wherever possible.
8. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
9. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
10. Carry out your role in line with the Council's Equality agenda.

11. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
12. Any other duties of a similar nature related to this post that may be required from time-to-time.
13. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers".
14. This post is subject to basic DBS check. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.
15. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: October 2019

DARLINGTON BOROUGH COUNCIL**PERSON SPECIFICATION****DEPUTY REGISTRAR****RESOURCES GROUP****POST NO - POS001421**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	4 GCSE (grades A-C) or equivalent		D
2	Customer Care Awareness/Training		D
Experience & Knowledge			
3	Experience of a customer orientated environment	E	
4	Awareness of the confidential nature of the work	E	
5	Evidence/Experience of public speaking	E	
6	Experience of working with the public	E	
7	Previous experience of the Registration Service		D
8	Knowledge/Awareness of Local Authority services		D
Skills			
9	Ability to understand and apply Regulations and instructions	E	
10	Ability to apply accurate literacy and numeracy skills to include spelling, grammar, punctuation, percentages and decimals	E	
11	Ability to fulfil the handwriting requirements of the role	E	
12	Be able to communicate both orally and in writing to a range of audiences	E	
13	Able to deal confidently with members of the public, colleagues, members and external organisations	E	
14	Ability to produce original and creative ideas	E	
15	Ability to maintain accurate records	E	
Personal Attributes			
16	Ability to be on time for all duties	E	
17	Ability to prioritise tasks and demonstrate use of initiative and make decisions outside immediate policy and procedure, and without reference to manager.	E	

18	Ability to work successfully as part of a team	E	
19	Reliable with a flexible approach to work	E	
Special Requirements			
20	The ability to communicate at ease with customers and provide advice in accurate spoken English'	E	
21	Capable of independent travel to carry out the requirements of the post	E	
22	The successful candidate will be expected to wear the uniform provided	E	
23	Must be available for work Monday to Friday, weekends and Bank Holidays.		D