Registration Services Officer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Knowledge of Registration Acts and Regulations
2. Excellent interpersonal, written and oral communication skills
3. Presentation and public speaking skills
4. Commitment to delivering excellent customer service
5. Able to accurately maintain systems, documentation and business processes
6. Ability to organise and prioritise workload effectively
7. Able to work effectively as part of a team

Desirable

1. Experience of registering births, deaths, marriages and civil partnerships
2. Able to work weekdays, weekends and bank holidays
3. Able to communicate with a diverse range of people

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?