

Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Deputy Superintendent Registrar	JEID	N0083
Salary Grade:	I – £27041 - £29,577 per annum pro rata		
Team:	Registration Service		
Division / Service:	Customer Service		
Directorate:	Resources		
Primary Location:	Warwickshire Registration Offices (Rugby, Warwick and Stratford)		
Political Restriction	This position is not politically restricted.		
Responsible to:	Registration Managers		
Responsible for:	-		

Role Purpose

To ensure all relevant registration functions are performed in accordance with current statute, regulation, and instruction.

Job Description

Role Responsibilities

- Advise customers on how to marry or form civil partnerships in England and Wales.
- Discuss/agree ceremony arrangements with marrying couples / civil partners
- Attest Notices of Marriage / Civil Partnership
- Ensure all notices of marriage for the county are displayed on the electronic notice board.
- Ensure all Civil Partnership notices for county are displayed on the notice board
- Issue schedule for marriages/ civil partnerships to take place.
- Conduct civil marriage / partnership ceremonies in the Register Office.
- Have custody of completed birth, death and marriage registers within in the district.
- Search Birth, Deaths & Marriage Indexes
- Issue certificates from registers in the custody of the Superintendent Registrar.
- Check accuracy and completeness of copies of register entries before sending to the General Register Office.
- To correct registrations as required, in accordance with General Register Office guidelines.
- Account for and reconcile fees.
- Other duties as requested by the Registration Managers.

Job Description

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria	<i>Assessed By:</i>
• Good standard of education. Literate and numerate.	A, D
• Experience of working in an environment where measures are taken to protect client confidentiality and to understand the need to respect confidentiality of information.	A, I
• Experience with dealing with members of the public in a customer service environment and a commitment to providing first class customer service	A, I
• Experience of public speaking or speaking in front of an audience	A, I
• Ability to communicate effectively orally and in writing with internal and external stakeholders and have clear, neat handwriting, accuracy and spelling	A, I, T
• Ability to manage time effectively and to work under pressure with conflicting demands	A, I, T
• General administrative experience, in roles that require dealing with data, in paper and electronic formats as well as maintaining accurate records	A, I
• Ability to work within a team as well as on your own initiative ensuring service is maintained despite the circumstances	A, I
• Experience of electronic systems for cash accounting, appointments and diary management	A, I
• Experience of cash handling and reconciliation	A, I
• Ability to adapt to changes in working practices and the working environment	A, I
• Clean smart professional appearance. You will be required to wear a staff uniform	A, I
• Good negotiation, influencing and persuading skills	A, I
• Accurate keyboard skills and experience in using other computer packages including Microsoft Office (Word and Excel)	A, I
• Willing to attend relevant training course and learn new skills as appropriate	A, I
• Demonstrate a positive attitude to change and the ability to encourage this in others	A, I
• Ability to travel efficiently and effectively throughout Warwickshire	A, I
• Ability to work flexibly, the service will require working outside of normal office hours e.g. weekends and public holidays as required.	A, I
• Experience of working within the Registration Service as a DSR	A, I
• Experience of Registration software (RON and electronic cashbook and diary)	A, I
• The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.	A, I

Job Description

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and hazards that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities in accordance with all Warwickshire County Council policies, procedures and arrangements as specified for the post / role.

Potential Hazards

The hazards ticked below are elements of the job that may need to be considered when applying for the role, as well as when completing a Work Health Assessment.

<input checked="" type="checkbox"/> Regular client contact or care	<input type="checkbox"/> Exposure to noise levels (above 80dbA)
<input type="checkbox"/> Lone working	<input type="checkbox"/> Working with waste or refuse
<input type="checkbox"/> Night working	<input type="checkbox"/> Food Handling
<input type="checkbox"/> Work at heights	<input type="checkbox"/> Manual handling tasks
<input type="checkbox"/> Working in confined spaces	<input type="checkbox"/> Electric work
<input type="checkbox"/> User of Display Screen Equipment (DSE)	<input type="checkbox"/> Contact with Latex
<input type="checkbox"/> Repetitive tasks	<input type="checkbox"/> Chemical / Dust / Fume Exposure (COSHH)
<input type="checkbox"/> Continual telephone use (<i>call centre</i>)	<input type="checkbox"/> Working with vibrating tools / machinery