

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:	Combined Registrar	JEID	N0089
Salary Grade:	Scale G		
Team:	Registration Service		
Division / Service:	Customer Service and Communications		
Directorate:	Resources		
Primary Location:	Warwickshire		
Political Restriction	This position is not politically restricted.		
Responsible to:	Registration Managers		
Responsible for:			

Role Purpose

To conduct and register marriages and civil partnerships. These are technical roles and must be completed accurately and in accordance with current statute, regulation and instruction.

To conduct Naming, Renewal of Vows and Citizenship ceremonies.

The position is required to cover weekday, weekend, evening and public holidays and is very seasonal with the greatest demand during the summer months. There are no guaranteed hours with this post.

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Role Responsibilities

To register marriages and civil partnerships throughout Warwickshire. This is a technical role which requires accuracy in recording information along with neat and clear handwriting.

To prepare and conduct civil marriage and partnership ceremonies in the Registration Offices and at Licensed Venues (Hotels etc), this may require creative writing, public speaking and organisational skills.

Discussing and preparing ceremony script to customer requirements.

To manage time effectively to ensure prompt arrival at ceremonies

Provide members of the public with information on obtaining copies of the marriage entry and guidance on the procedure for the re-registration of children, if required.

To conduct Citizenship Ceremonies.

To prepare and conduct non-statutory celebrations e.g. Naming Ceremonies and Renewal of Vows.

To complete essential administrative tasks related to the Registrar's duties

Any other duties as requested by the Registration Managers.

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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	Assessed By:
<ul style="list-style-type: none">• Good standard of education. 4 GCSE's (A-C) including English and Maths or equivalent.	A/I
<ul style="list-style-type: none">• General administrative experience where accuracy and attention to detail are paramount.	A/I
<ul style="list-style-type: none">• Commitment to providing first class customer service and experience of dealing with members of the public in this environment.	A/I
<ul style="list-style-type: none">• Use of PC systems and in particular experience of the Microsoft suite of products	A/I
<ul style="list-style-type: none">• Ability to work as a member of a team	A/I
<ul style="list-style-type: none">• Ability to communicate effectively orally and in writing	A/T/I
<ul style="list-style-type: none">• Need for clear neat handwriting and accuracy with spelling	T
<ul style="list-style-type: none">• A caring and sympathetic disposition, be understanding, tactful and diplomatic	A/I
<ul style="list-style-type: none">• Ability to adapt to changes in working practices and the working environment	A/I
<ul style="list-style-type: none">• Ability to work on own initiative and under pressure	A/I
<ul style="list-style-type: none">• Ability to manage time effectively	A/I
<ul style="list-style-type: none">• Clean smart appearance. The person appointed will be required to wear staff uniform• Ability to travel efficiently and effectively throughout Warwickshire• Need to work outside office hours particularly at weekends, evenings and public holidays as required• Available at short notice• Willing to attend relevant training courses.• 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
Desirable Criteria	Assessed By:
<ul style="list-style-type: none">• Experience of the Registration Service	A/I
<ul style="list-style-type: none">• Experience of Public Speaking	A/I/P

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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