

Job Description

For Non-Streamlined Positions

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 £26,421 - £28,770		
Team:	Registration Service		
Service Area:	Business and Customer Service		
Primary Location:	Nuneaton		
Political Restriction	This position is not politically restricted.		
Responsible to:	Delivery Leads and Senior Deputy Superintendent Registrars		
Responsible for:	Registering Marriages and Civil Partnerships in accordance with statute; Preparing and conducting statutory and celebratory ceremonies		

Role Purpose

To conduct ceremonies and complete registrations of Marriages and Civil Partnerships. The roles are technical; postholders must complete their duties accurately and in accordance with current statute, regulation, and instruction.

To conduct Citizenship ceremonies.

To conduct all types of non-statutory celebratory ceremonies offered by the service.

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

Role Responsibilities

To accurately register statutory Marriages and Civil Partnerships throughout Warwickshire; neat and clear handwriting is essential.

To prepare and conduct statutory Marriage and Civil Partnership ceremonies in Warwickshire's Registration Offices and at Licensed Venues (Hotels etc), this requires public speaking, organisational skills, and creative thinking.

To conduct Citizenship ceremonies.

To prepare and conduct non-statutory celebratory ceremonies in Warwickshire's Registration Offices, Licensed Venues and any other approved unlicensed locations.

Use personal electronic devices (Laptop, Mobile phone etc.) to continuously access the electronic diary to maintain your availability, check ceremony allocations and view ceremony details. Access to a printer is desirable. This is undertaken without remuneration.

To discuss and prepare ceremony scripts to customer requirements, liaising with members of the public and colleagues working in the Registration Offices as required.

To manage time effectively to ensure: Prompt arrival at ceremony venues, Completion of ceremonies in good time, Safe travel throughout the County when working at multiple locations.

Provide members of the public with information on obtaining copy certificates of the Marriage or Civil Partnership.

Provide members of the public with guidance on the procedure of re-registration of children following a Marriage or Civil Partnership.

To complete essential administrative tasks relating to the role.

To read and digest emails sent by the management team and access the Registrar's website to maintain a good working knowledge.

Be willing to attend training events and courses to develop and improve skills.

Any other duties as requested by service Delivery Leads and Senior Deputy Superintendent Registrars.

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:

Good standard of education. 4 GCSE's (A-C) including English and Maths or equivalent	A/I/D
General administrative experience where accuracy and attention to detail are paramount	A/I
Commitment to providing first class customer service and experience of dealing with members of the public	A/I
Computer literate with access to own electronic devices (Laptop, Mobile Phone etc.)	A/I/T
Ability to work as a member of a team	A/I
Ability to communicate effectively orally and in writing; neat and clear handwriting coupled with accurate spelling are essential	A/I/T
The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential	A/I/T
A caring and sympathetic disposition, be understanding, tactful and diplomatic	A/I
Ability to adapt to changes in working practices and the working environment	A/I
Ability to work on own initiative and under pressure	A/I
Ability to manage time effectively	A/I
Maintain a clean, smart appearance. Uniform is provided and must be worn when undertaking the role	A/I
Ability to travel efficiently throughout Warwickshire; A full UK driving licence is compulsory and vehicles are to be insured for business use	A/I/D
Ability to work outside office hours, including evenings, weekends and bank holidays provide cover at short notice	A/I
Ability to work at short notice	A/I

Desirable Criteria

Assessed By:

Experience of the Registration Service	A/I
Experience of Public Speaking	A/I/P

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 the potential hazards and risks 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 for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g., long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

