Deputy Superintendent Registrar
£25,951 - £32,486
Register Office
Working 36.5 hrs per week

This is an interesting opportunity to work in the largest registration district in relation to Births, Deaths, Stillbirths, Marriages and Civil Partnerships. The post is for a Deputy Superintendent Registrar, which will be a varied role you will be involved in many aspects of registration work, including, attesting notices of marriage and Civil Partnerships, officiating at marriages and civil partnerships, certificate production and other duties required under the Registrations Acts.

Requirements of the post include being personally involved with customers in both a professional and sensitive manner at life defining and emotional moments in their lives. Be flexible and able to work under pressure in order to meet deadlines. You must be a motivated individual who understands the demands of working within this type of environment and will have a good understanding of the sensitive and confidential nature of the service. Excellent organisational and communication skills and a meticulous attention to detail are required. You will have a high degree of self-motivation, commitment and flexibility who will work to ensure that the Registration Services are provided to the highest standard according to statute, Council policy and our service aims and objectives. You must be able to work productively as part of a team. You will also require a positive outlook and be responsive to customer needs, and the needs of the Registration Service. Previous experience in supervising staff is preferred but further training will be provided to deliver our services.

Informal enquiries to Angela.robinson@birmingham.gov.uk or 0121 675 1002

Ref: PL1662017

Closing Date: 16 June 2017

"Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed."
JOB TITLE: Deputy Superintendent Registrar

GRADE: Grade 4

DIVISION: Regulation and Enforcement

SECTION: Register Office

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1.0 JOB PURPOSE

1.1 To carry out the duties of Deputy Superintendent Registrar under the legislation relating to registration of births, deaths, stillbirths, marriages and Citizenships and of Authorised Person under legislation relating to civil partnerships.

1.2 To ensure that all the statutory functions of registration and their related customer services are delivered correctly, efficiently and effectively to a high standard.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To carry out all legal requirements regarding marriages in compliance with the relevant Acts of Parliament including:
   a. attesting the legal preliminaries to marriage
   b. officiating at the solemnization of marriages
   c. reporting suspicious marriages directly to the Home Office
   d. directing and supervising staff to ensure legal requirements are met

2.2 To carry out all requirements regarding civil partnerships in compliance with the relevant Acts of Parliament including:
   a. attesting the legal preliminaries to civil partnership
   b. acting as celebrant at the formation of civil partnerships when requested
   c. reporting suspicious civil partnerships directly to the Home Office
   d. directing and supervising staff to ensure legal requirements are met

2.3 To manage the Certificates Service Area and staff including:
   a. responsibility for the scrutiny of applications, preparation, checking, certification and correct issue of legally certified documents relating to registered events in compliance with the relevant Acts of Parliament
   b. ensuring the efficiency of staff and the effective provision of service to the public
c. responsibility for ensuring that all incoming and outgoing post and emails are dealt with correctly

d. responsibility for the custody and maintenance of registers, indexes and records on behalf of the Superintendent Registrar

2.4 To be responsible for the Superintendent Registrar’s accounting procedures including:

a. responsibility for the collection, preparation, notification and banking of all fees received in compliance with the Registrar General’s accounting procedures and Birmingham City Council’s financial regulations and the maintenance of related records

b. responsibility for the security stock of registration documents such as statutory certificates, forms and registers including ordering, receipt, checking continuity and completeness and issuing of certificates in compliance with statutory regulation to ensure control and traceability of legal documents

c. responsibility for safe custody of registrars cash boxes, their contents and keys in compliance with Registrar General’s accounting procedures

d. responsibility for the safes and their contents

2.5 To supervise the Ceremonies Service Area and staff including:

a. ensuring the efficiency of staff and effective service to the public

b. responsibility for the checking of notices of marriage and civil partnership for appointments and completeness

c. responsibility for the collection, preparation, and banking of all fees received in compliance with the Registrar General’s accounting procedures and Birmingham City Council’s financial regulations

d. responsibility for safe, its contents and keys

e. responsibility for recording and answering all incoming email, postal and telephone correspondence regarding notices of marriage and civil partnership

f. collection and preparation of required statistical information relating to the Ceremonies section

g. monitoring of the electronic diary to ensure effective service to customers

2.6 To be responsible for ensuring that all legal requirements regarding births, deaths, marriages and civil partnerships are completed in compliance with the relevant acts of parliament including:

a. correction of errors, insertions, name change procedures, marginal notes and annotations, late registrations, re-registrations and associated procedures
2.7 To be responsible for the update and accuracy of official records in compliance with the relevant Acts of Parliament and Registrar General's instructions including:
   a. the annual indexes to the registers to ensure their accuracy and completeness
   b. official lists for all register offices, approved premises, places of worship, places of marriage and their marriages
   c. the record of registers held at the Register Office and at religious buildings throughout Birmingham

2.8 To be responsible for ensuring the collection and checking of quarterly certified copies including:
   a. registrars’ birth, stillbirth, death and marriage copies and their certification, collation and dispatch to the Registrar General
   b. the collection, checking, indexing of marriage returns and registers from the Clergy and other religious ministers, responsibility for authorizing payment for these and their collation and dispatch to the Registrar General
   c. the organization and supervision of marriage data input to the RON system on behalf of the Registrar General

2.9 To supervise, train, advise and guide other registration officers regarding technical registration and customer care issues including training in all registration matters and office procedures for staff within the office.

2.10 To give advice and guidance personally, by telephone, via email and post including:
   a. to members of the public regarding their responsibilities under the law and all matters relating to the registration of births deaths stillbirths marriages and civil partnerships, corrections and changes to registered events, and the issue of certified copies of registrations
   b. to members of the public regarding how and where to obtain further information and advice regarding related matters such as name change documents, apostils, and divorce documents
   c. to officials of religious organizations regarding the legal requirements regarding the preliminaries to and registration of marriages, their responsibilities under the law and the registration of religious buildings for worship and marriage
   d. to legal, medical, social care and other professionals regarding all registration legislation

2.11 To be responsible for the allocation of staff lockers and keys, the safety and security of locker keys and keeping appropriate records

2.12 To be responsible for administration duties within the office including:
   a. responsibility for photocopying and scanning equipment and associated procedures within the office

2.13 To act as celebrant at non-statutory celebratory ceremonies

2.14 To competently use all computer systems, email systems and equipment such as telephone, photocopier, scanning and fax machinery

2.15 To carry out all duties and responsibilities in compliance with the Council’s Equal Opportunities Policy

2.16 To carry out any other duties required by the Superintendent Registrar necessary for the efficiency of the Register Office and commensurate with the grading of the post
OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE:

Additional Superintendent Registrar

3.2 LEVEL OF SUPERVISION

Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

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<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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*Use 1,2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

5.1 To maintain an appropriate standard of dress determined by the Superintendent Registrar

5.2 To work on Saturdays, Sundays, Bank Holidays and evenings at any time when required, for example in the case of a marriage/ Civil Partnership by Registrar General’s License

DISQUALIFICATION FROM APPOINTMENTS

The following disqualifications apply to anyone who wishes to be appointed to any Superintendent Registrar, Registrar or Deputy Registrar’s post, and are applied at the time of the appointment and at all times during the appointment. These are contained in Regulation 5 of the Registration of Births, Deaths and Marriages Regulations 1968 as amended.

*No person shall be qualified for appointment

(a) To any registration office –

1. If he/she has been declared bankrupt and has not subsequently obtained his/her discharge, or he/she is the subject of a bankruptcy restriction order or an interim order, or if he/she has made any composition or arrangement with his/her creditors and has not subsequently paid his/her debts in full or obtained a certificate of discharge;

2. If he/she is a person in relation to whom a moratorium period under a debt relief order applies (under Part 7A of the Insolvency Act 1986), or he/she is the subject of a debt relief restrictions order or an interim debt relief restrictions order (under Schedule 4ZB of the Insolvency Act 1986);

3. If he/she is, or has been during the 12 months preceding the date on which the appointment is to take effect, a member of the council or of a committee of the council having duties in relation to the appointment of registration officers;

4. If he/she holds any office as authorised person, secretary (for marriages) of a synagogue or registering officer of the Society of Friends;
5. If he/she is a minister of religion, a medical practitioner, a midwife, an undertaker or other person concerned in a burial or cremation business, a person engaged in any business concerned with life assurance, or a person engaged in any other calling which would conflict with or prevent the proper performance in person of the duties of the office for which he/she is a candidate;

6. If he/she is an officer or servant of the council appointed by them as the proper officer.

b) As superintendent registrar, if he/she holds office as a registrar.

c) As registrar, if he/she hold office as superintendent registrar or is a coroner or is an officer or servant of a local authority employed by them in the performance of duties relating to their functions as a burial authority”
Place Directorate

Person Specification

**Post:** Deputy Superintendent Registrar  
**Grade:** Grade 4  
**Division:** Regulation and Enforcement  
**Section:** Register Office  

Method of Assessment (M.O.A.)  
A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualifications. | Educated to GCSE O Level standard in English and Mathematics or equivalent. | AF |
| **Experience**  
(Relevant work and other experience) | • Experience of working in a registration district  
• Detailed and thorough knowledge of Acts, Regulations, instructions, Handbooks for Registration Officers and Registration Authorities relating to the registration service  
• Experience of Clerical and Administration work  
• Experience supervising and training of staff  
• Experience in the use of computer systems  
• Extensive experience of working in a pressurized customer facing environment.  
• Extensive experience of dealing with customers regarding sensitive issues | AF, I |
| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | • Clear, neat handwriting.  
• Ability to work accurately and methodically  
• Ability to prioritize and organize work  
• Ability to work under pressure  
• Excellent interpersonal skills  
• Ability to work on own initiative  
• Ability to work as part of a team | T, AF, I |
<table>
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<tr>
<th>Ability to train others</th>
<th>Excellent verbal and written communication skills</th>
<th>Must have Numeracy Skills</th>
<th>An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016</th>
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<tr>
<td>Training</td>
<td>To demonstrate a willingness to accept on job training and to attend training courses to improve job skills and to meet business objectives. Continuing Professional Development.</td>
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<td>Other</td>
<td>Ability and willingness to work outside normal office hours when required</td>
<td>Present a clean and smart appearance</td>
<td>Awareness of Birmingham City Council's Equal Opportunity Policy</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.