Deputy Superintendent Registrar – Registrar of Births, Death & Marriages

£25,951 - £32,486

Birmingham Registrar Office, Holliday Street, Birmingham, B1 1TJ

Working 36.5 hours 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/ Registrar of Births, Deaths and Marriages and Civil Partnerships, 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 registering births, deaths, still births, marriages and civil partnerships. You will also have responsibility for ensuring safe custody of the registers, associated security and other stock for the sub-district.

The role requires you to be personally involved with customers in both a professional and sensitive manner at life defining moments in their lives. You will 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.

Ref: PL4492017

Closing date: Monday 11th December 2017

A Disclosure and Barring Service (DBS) formerly CRB check will be undertaken

“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 DESCRIPTION

JOB TITLE: DEPUTY SUPERINTENDENT REGISTRAR/ REGISTRAR OF BIRTHS, DEATHS, MARRIAGES AND CIVIL PARTNERSHIPS

JOB NO: 70000438

GRADE: 4

DIVISION: REGULATION AND ENFORCEMENT

NO OF POSTS: 1

SECTION: REGISTER OFFICE

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1.0 JOB PURPOSE

1.1 To carry out the duties and responsibilities of Deputy Superintendent Registrar and of Registrar of births, deaths and marriages under the legislation relating to the 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 the legal requirements and Registrar General's instructions for registering births, deaths, still births, marriages and civil partnerships.
   a. Responsibility for ensuring safe custody of the registers, associated security and other stock for the sub-district.
   b. Responsibility for the proper accounting and banking of fees taken.
   c. Responsibility for ensuring all registration requirements are met by the Deputy Registrar when deputising in the sub-district.

2.2 Acting in conjunction with or in the absence of any Additional Superintendent Registrar.
   a. Carrying out the legal requirements and Registrar General's instructions concerning the preliminaries to and the solemnization of marriages.
      1. Attesting the legal preliminaries to marriage.
      2. Officiating at the solemnisation of marriages.
      3. Reporting suspicious marriages directly to the Home Office.
4. Directing and supervising staff to ensure legal requirements are met.
   b. To carry out all requirements regarding civil partnerships in compliance with the relevant Acts of Parliament including:
      1. attesting the legal preliminaries to civil partnership
      2. acting as celebrant at the formation of civil partnerships when requested
      3. reporting suspicious civil partnerships directly to the Home Office
      4. directing and supervising staff to ensure legal requirements are met
   c. Checking the Registrars' of Births, Deaths and Marriages quarterly certified copies.

2.3 To carry out statutory and administrative duties, dependent upon the area allocated to, by the weekly programme.
   a. To be responsible for the Superintendent Registrar’s accounting procedures including:
      1. 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
      2. 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
      3. responsibility for safe custody of registrars cash boxes, their contents and keys in compliance with Registrar General’s accounting procedures
      4. responsibility for the safes and their contents
   b. To supervise the Ceremonies Service Area and staff including:
      1. ensuring the efficiency of staff and effective service to the public
      2. responsibility for the checking of notices of marriage and civil partnership for appointments and completeness
      3. 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
      4. responsibility for the safe, its contents and keys
      5. responsibility for recording and answering all incoming email, postal and telephone correspondence regarding notices of marriage and civil partnership
      6. collection and preparation of required statistical information relating to the Ceremonies section
      7. monitoring of the electronic diary to ensure effective service to customers
   c. 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 and the Registrar Generals instructions including:
      1. correction of errors, insertions, name change procedures, marginal notes and annotations, late registrations, re-registrations and associated procedures
   d. 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:
      1. the annual indexes to the registers to ensure their accuracy and completeness
      2. official lists for all register offices, approved premises, places of worship, places of marriage and their marriages
      3. the record of registers held at the Register Office and at religious buildings throughout Birmingham
e. To be responsible for ensuring the collection and checking of quarterly certified copies including:
   1. registrars’ birth, stillbirth, death and marriage copies and their certification, collation and dispatch to the Registrar General
   2. 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
   3. the organization and supervision of marriage data input to the RON system on behalf of the Registrar General
f. Responsibility for the collection, checking and banking of Registrars’ fees, notification to Treasurer's and maintenance of related records in compliance with the Council's financial regulations.

2.4 To act as celebrant at non-statutory celebratory ceremonies

2.5 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.

2.6 To carry out any other duties necessary for the efficiency of the Register Office 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*

JOB NO:

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)

<table>
<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5.0 SPECIAL CONDITIONS

5.1 The standard working week is 36.5 hours.

5.2 Start and finish times will normally vary between the hours of 07.00 – 19.00 to be determined according to local need. The post holder will be required to work five days in seven as part of the normal working pattern on a rotation basis.

5.3 To maintain an appropriate standard of dress as determined by the Superintendent Registrar/ Registration Services Manager.

5.4 To work at any time when required on a rotation basis, in the case of a marriage/ Civil Partnership by Registrar General’s Licence.

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.”
Person Specification

Post: Deputy Superintendent Registrar / Registrar of births, deaths, marriages and civil partnerships

Grade: Grade 4

Division: Regulation and Enforcement

Section: Register Office

Directorate: Place

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

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education/Qualifications</td>
<td>Educated to GCSE O Level standard in English and Mathematics or equivalent.</td>
<td>AF</td>
</tr>
<tr>
<td>NB: Full regard must be paid to overseas qualifications.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience</td>
<td>• Experience of working in a registration district</td>
<td>AF, I</td>
</tr>
<tr>
<td>(Relevant work and other experience)</td>
<td>• Detailed and thorough knowledge of Acts, Regulations, instructions, Handbooks for Registration Officers and Registration Authorities relating to the registration service</td>
<td>AF, I</td>
</tr>
<tr>
<td></td>
<td>• Experience of Administration, supervising and training of staff</td>
<td>AF, I</td>
</tr>
<tr>
<td></td>
<td>• Experience in the use of computer systems</td>
<td>AF</td>
</tr>
<tr>
<td></td>
<td>• Extensive experience of working in a pressurized customer facing environment.</td>
<td>AF, I</td>
</tr>
<tr>
<td></td>
<td>• Extensive experience of dealing with customers regarding sensitive issues</td>
<td>AF, I</td>
</tr>
<tr>
<td>Skills &amp; Ability</td>
<td>• Clear, neat handwriting.</td>
<td>T</td>
</tr>
<tr>
<td>e.g. written communication skills, dealing with the public etc.</td>
<td>• Ability to work accurately and methodically</td>
<td>AF, I</td>
</tr>
<tr>
<td></td>
<td>• Ability to prioritize and organize work</td>
<td>AF, I</td>
</tr>
<tr>
<td></td>
<td>• Ability to work under pressure</td>
<td>AF, I</td>
</tr>
</tbody>
</table>
- Excellent interpersonal skills
- Ability to work on own initiative
- Ability to work as part of a team
- Ability to train others
- Excellent verbal and written communication skills
- Must have Numeracy Skills

Skills & Ability
- 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
- 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.

Other
- Ability and willingness to work outside normal office hours when required
- Present a clean and smart appearance
- Awareness of Birmingham City Council's Equal Opportunity Policy

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.