

## **JOB DESCRIPTION**

**JOB TITLE:** Deputy Superintendent Registrar/  
operational support

**JOB NO:**

**GRADE:4** subject to formal evaluation

**DIVISION: Regulation and  
Enforcement**

**NO OF POSTS: 1**

**SECTION: Register Office**

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: ~~YES~~/NO

### **1.0 JOB PURPOSE**

1.1 To support the provision of a first-class professional Registration service for Birmingham, which fully meets the needs of its customers.

1.2 To help 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 supervise the Certificates Service (Search Room) and staff when allocated to the duty to include:

- 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 maintenance and use of the postal system
- e. 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 area (notice book) and staff when allocated to the duty to include:

- 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 the 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: 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 despatch to the Registrar General**
- b. 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 assist with the administration of the computer systems and equipment used in the office; giving support, advice and guidance to users encountering problems.

2.12 In the absence of the Superintendent Registrar/Registration Services Manager or Additional Superintendent Registrar/s, to be responsible for the security, ordering and accounting of the **security stock of legal registration documents according to the Registrar General's instructions** and procedures including:

- a. birth, death, marriage, civil partnership certificates, registers and forms required by registration staff throughout the office, including ordering, receipt, checking for continuity and completeness;
- b. ensuring that each individual document is accounted for and traceable;
- c. ensuring a sufficient supply of non-security stationery and stores for the day to day running of the office and ordering further supplies through BCC systems and other suppliers where necessary

- 2.13 To support and assist with the delivery of efficiency saving projects and income generation schemes as directed by the Superintendent Registrar/ Registration Service Manager or Additional Superintendent Registrar/s
- 2.14 To act as celebrant at non-statutory celebratory ceremonies
- 2.15 To act as Deputy Registrar to carry out the legal requirements and Registrar General's instructions for registering births, deaths, still births, marriages and civil partnerships. To include:
- 2.15.1 Responsibility for ensuring safe custody of the registers, associated security and other stock for the sub-district.
- 2.15.2 Responsibility for the proper accounting and banking of fees taken.
- 2.15.3 Responsibility for ensuring all registration requirements are met by the when deputising in the sub-district.
- 2.16 To competently use all computer systems, email systems and equipment such as telephones, printers and Multi-functional devices.
- 2.17 **To carry out all duties and responsibilities in compliance with the Council's Equal Opportunities Policy**
- 2.18 To carry out any other duties required by the Superintendent Registrar/ Registration Service Manager 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:

JOB NO:

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.
2. Left to work within established guidelines subject to scrutiny by supervisor.
3. Plan own work to ensure the meeting of defined objectives.

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

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
Additional Registrar	GR3	6	2
Deputy Registrar	GR3	11	2
Receptionist	GR2	4	2
Registration Assistant	GR2	4	2
Assistant Registration Officer	GR2	6	2
Senior Registration Assistant	GR3	1	2
Ceremony Co-ordinator	GR3	1	2
*Above posts are not line managed by the role, supervision is given to a cross section of these posts dependent upon what aspect of the job role the DSR/Op Support postholder is undertaking at any given time.			

\*Use 1,2 or 3 as in 3.2

**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.
- 5.3 The post holder will be required to work five days in seven as part of the normal working pattern on a rotation basis including bank holidays.
- 5.4 To work at any time when required on a rotation basis, ie in the case of a marriage/ Civil Partnership **by Registrar General's Licence**.
- 5.5 To maintain an appropriate standard of dress as determined by the Superintendent Registrar/ Registration Services Manager.

DBS check required for the post	Yes	x	No	
Level of check required				
Standard				
Enhanced				
Enhanced with barred list check - Adults				
Enhanced with barred list check - <b>Children's</b>				

DBS check required for the post	Yes	x	No	
Enhanced with barred list check – Adults & Children’s				

**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”**

<b>Date:</b>	<b>Name:</b>	<b>Signature:</b>
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<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<ol style="list-style-type: none"> <li>1. *Delete if not applicable <b>Able to speak an appropriate standard of spoken English as covered by Part 7 of the Immigration Act (201</b></li> <li>2. Clear, neat handwriting.</li> <li>3. Ability to work accurately and methodically to required timescales</li> <li>4. Ability to prioritize and organize work</li> <li>5. Ability to work under pressure</li> <li>6. Excellent interpersonal skills</li> <li>7. Ability to work on own initiative</li> <li>8. Ability to work as part of a team</li> <li>9. Ability to plan and deliver effective training programmes to employees.</li> <li>10. Ability to communicate effectively with a wide range of people using tact, diplomacy and assertiveness</li> <li>11. Excellent verbal and written communication skills</li> <li>12. Present a clean and smart appearance</li> <li>13. Ability and willingness to work outside normal office hours when required</li> </ol>	I/P  T  AF/I/T AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
<b>Training</b>	Willingness to undertake relevant training and development courses as required by General Register Office and Birmingham City Council	
<b>Other</b>	Awareness of and commitment to Birmingham City Council's Equal Opportunities Policy	

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

Date:	Name:	Signature:
Date reviewed:	Name:	Signature: