

JOB DESCRIPTION

**JOB TITLE: PERIPATETIC DEPUTY
SUPERINTENDENT REGISTRAR**

JOB NO: 70070551

**GRADE: 4 (pro- rata) 845 Annualised hours
contract pro rata on an as and when required
basis**

**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 assist in providing the Registration Service within the City with particular emphasis on Civil Marriages and Civil Partnerships at Approved Premises, and Citizenship Ceremonies at Birmingham City Council's nominated venue and the Register Office on an "as required basis".
- 1.2 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 Carrying out the legal requirements and Registrar General's instructions for the solemnisation of civil marriages, formation of civil partnerships, and other statutory and non statutory ceremonies.
- 2.2 Responsibility for the proper conduct of civil marriage and partnership ceremonies in Approved Premises or the Register Office and Citizenship ceremonies in accordance with the Acts.
- 2.3 Responsibility for ensuring all legal registration requirements are met when attending civil marriage and partnership ceremonies and citizenship ceremonies.
- 2.4 Carry out duties, which may be required to ensure the above responsibilities are met.
- 2.5 Liaison with the Approval Holder and venue Ceremony Representatives to ensure adherence to relevant legislation including the Marriage Act 1949, The Marriages and Civil Partnerships (Approved Premises) (Amendment) Regulations 2021.
- 2.6 Liaison with and assisting couples with their ceremony content and procedure.
- 2.7 Attendance at wedding fairs to promote statutory and non-statutory ceremonies at Approved Premises will be part of the role.

- 2.8 To use a computer and keyboard competently for a variety of computer programmes including Microsoft Office, internet, email and other applications.
- 2.9 To use an office issued work mobile for the purposes of customer liaison.
- 2.10 To support the delivery of income generation schemes.
- 2.11 To carry out any other duties and ceremonies required by the Superintendent Registrar/Registration Services Manager as necessary for the efficiency of the Register Office and commensurate with the grading of the post.
- 2.12 Carry out all of the above duties in compliance with the Council's Equal Opportunities Policy.

3.0 SUPERVISION RECEIVED

3.1 Supervising Officer Job Title

Registration Manager (Business Development)

3.2 Level of Supervision

Left to work within established guidelines subject to scrutiny by supervisor.

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

POST TITLE :	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
N/A			

*Use 1,2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

- 5.1 The annualised hours are 845 hours per year, which will be worked on a 'as required' basis, on any day of the week to include Saturdays, Sundays and Bank Holidays.
- 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 To maintain an appropriate standard of dress as determined by the Superintendent Registrar/Operations Service Manager and comply with any implemented uniform scheme.
- 5.4 A period of training will be required, after which the appointment will be made permanent subject to the standard of work and competence remaining satisfactory.
- 5.5 To travel from the administrative centre to approved venues/ authorised buildings by means of own private vehicle for which a casual car user mileage allowance will be paid. In the event that a private vehicle is not available the post holder will be responsible for their own means of travel to and from the administrative centre and venues/ authorised buildings.

6.0 DISQUALIFICATIONS

- 6.1 The following disqualifications apply to anyone who wishes to be appointed to any Superintendent Registrar, Deputy 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 has been declared bankrupt and has not subsequently obtained his discharge, or he is the subject of a bankruptcy restriction order or an interim order, or if he has made any composition or arrangement with his creditors and has not subsequently paid his debts in full or obtained a certificate of discharge;
2. If he 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 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 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 holds any office as authorised person, secretary (for marriages) of a synagogue or registering officer of the Society of Friends;
5. if he 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 is a candidate;

6. If he is an officer or servant of the council appointed by them as the proper officer.
 - b) As superintendent registrar, if he holds office as a registrar.
 - c) As registrar, if he holds 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”

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

Date: 30.03.23

Name: D Loveridge

Signature:

Person Specification

Post: PERIPATETIC DEPUTY SUPERINTENDENT REGISTRAR

Grade: 4

Division: Regulation and Enforcement

Section: Register Office

Directorate: Neighbourhoods

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

CRITERIA	ESSENTIAL	M.O.A.
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	Good standard of Education including GCSE or equivalent English and Mathematics	AF
Experience (Relevant work and other experience)	Experience of dealing with members of the public	AF/I
	Experience of carrying out general administrative work	AF/I
	Supervisory experience	AF/I
	Public speaking experience	AF/I
	Experience in the use of computer systems	AF/I
	Extensive experience of working in a pressurised customer facing environment.	AF/I
	Extensive experience of dealing with customers regarding sensitive issues	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	Able to speak an appropriate standard of spoken English as covered by Part 7 of the Immigration Act (2016)	AF/I
	Clear, neat handwriting.	AF/WT
	Excellent verbal and written communication skills	AF/I
	Able to work accurately and methodically	AF/WT
	Able to prioritise and organize work	AF/I
	Able to work under pressure	AF/WT
	Excellent interpersonal skills	AF/I
	Able to work on own initiative	AF/I
	Able to work as member of a team	AF/I
	Must have accurate numeracy skills	AF/WT
	Ability to control large groups of people	AF/I
	Ability to work outside normal office hours e.g. weekends and bank holidays	AF/I
	Present a clean and smart appearance	AF/I

CRITERIA	ESSENTIAL	M.O.A.
Training	Willingness to undertake training in the Registration and solemnisation of Marriages and Civil Partnerships, the provision of citizenship ceremonies. Willingness to undertake training as a Ceremonies Celebrant and any additional training as required	AF/I AF/I
Other	Have use of a car and hold a current, valid driving licence and business use insurance Must show a commitment to the City Council Equal Opportunities Policy	AF/I AF/I

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

Date:16.08.19	Name: Helen Perry	Signature:
Date reviewed:16.08.19	Name: Andrea Haines	Signature: