

Job Title	Range ¹	Development Route	Main Duties	Level 2 Intermediate Apprenticeship	Level 2 Advanced Apprenticeship	Level 2 Higher Apprenticeship
Registration Services Business Apprentice	Apprentice Grade	Internal Apprenticeship Programme	See Job Profile for full duties. Main duties include: To learn and develop the skills to work with various teams in delivering services to Medway Council residents. To develop a wide range of skills and experience in all aspects of housing	First year Salary: £236.80 per week Apprenticeships are a mixture of 'on' and 'off' the job learning. Apprentices will earn whilst they learn and gain practical and transferable skills throughout their apprenticeship. You will work within an apprenticeship framework detailing the qualifications needed to be completed, the key skills targets and any other requirements of the apprenticeship. Each framework will also include information on job roles, entry routes, length of the apprenticeships and career paths available upon completion.	First year Salary: £236.80 per week	First year Salary: £236.80 per week
Job Title	Range	Development Route	Main Duties	One Level		
Marriage Usher	Range 1	Internal progression	See Job Profile for full duties. Main duties include: Responsible for organising guests and participants of marriages and other ceremonies in a friendly and welcoming manner	Salary: £22,072 Required for this level <u>Knowledge, Skills, Experience & Behaviour requirements at this level:</u> <u>Qualifications</u> <u>Knowledge</u> - Knowledge and a good understanding of customer needs and being able to manage expectations <u>Experience</u> - Experience of working within a busy customer services environment - Experience of handling financial transactions <u>Skills</u> - Excellent interpersonal skills and the confidence to deal tactfully and diplomatically with people at all levels - Ability to engage with others in a friendly manner - Ability to remain calm and think clearly under pressure - Excellent organisational skills - Understanding the process of team working and the part they play in ensuring objectives are met at this level		

¹ Salaries accurate as of financial year 2024/25

Job Title	Range	Development Route	Main Duties	Level A (Developing)
Sessional Celebrant / Registrar	Spot Point on Range 2	Internal progression	See Job Profile for full duties. Main duties include: To register and conduct marriage ceremonies and other civil ceremonies that might arise as required within the Medway Registration Service District including at the Register Office, Approved Premises, Church or other so designated place	Salary: £22,597 <u>Requirements at this level:</u> <u>Qualifications</u> - Educated to GCSE “4-9” grade (or equivalent) in English and Maths. <u>Knowledge</u> - Knowledge of the statutory preliminaries to allow marriage ceremonies to proceed <u>Experience</u> - Experience of speaking in public to both small and large groups - Experience of working in a customer service environment - Experience of handling financial transactions <u>Skills</u> - Ability to use equipment provided and possess the written and numerical skills needed to compile straightforward reports, correspondence, calculations, carry out assessments - Basic use of Microsoft Word, Excel, Outlook and TEAMS - Ability to deal with some work-related pressure, for example from deadlines, interruptions or conflicting demands - Ability to use written and oral communication skills to present varied information in an understandable way to a range of audiences with a high attention to detail - A full driving licence - Excellent spelling ability - Sensitive interviewing skills

Job Title	Range	Development Route	Main Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished/Expert)
Certificate Production Officer	Range 2	Internal progression	See Job Profile for full duties. Main duties include: The timely and accurate production of all required Statutory certified copy certificates from Birth, Death and Marriage registers in the custody of the Superintendent Registrar	Salary: £22,597 Requirements at this level: Qualifications - Educated to GCSE “4-9” grade (or equivalent) in English and Maths. Knowledge - A good understanding of customer service Experience - Experience of working within a busy customer services environment - Experience of handling financial transactions Skills - Proficient in the use of Microsoft Word, Excel, Outlook and TEAMS - Excellent time management - Excellent telephone and face to face customer care - Good organisational skills with accuracy and attention to detail	Salary: £23,299 Requirements at this level in addition to level 2A: Qualifications Knowledge - Good knowledge of: - Relevant sections of Births and Deaths Registration Act 1953 - Relevant sections of the Adoptions and Children Act 2002 - Relevant sections of the Registration of Marriages Regulations 2015 - Knowledge and understanding of confidentiality regarding data held on systems - Good knowledge of and experience in the use of the National Database Experience - Experience of coping well under pressure and difficult situations - Experience in financial management to be able to keep day to day financial operations running Skills - Proficient in the use of image manipulation software - Ability to work within recognised procedures, including lone working, previous experience of responding independently to unexpected problems and situations and only referring to a manager for unusual or difficult problems.	Salary: £24,000 Requirements at this level in addition to level 2A and 2B: Qualifications Knowledge Experience - Experience of building sound and productive working relationships with customers, colleagues, partners and staff groups and can engage others in a credible, persuasive way - Experience of mentoring and training of team members in certificate production to level 2B - Experience of acting as Deputy Superintendent Registrar Skills - Good reconciliation of secure stock and preparation of annual return to the Registrar General - Developed interpersonal and communication skills. - Able to resolve difficult, complex and sometimes confrontational situations, imposing requirements on unreceptive customers

Job Title	Range	Development Route	Main Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished/Expert)
Registration Officer	Range 3	Internal progression and be confident and competent in the complete registration of Births, Deaths and Marriages Career progression to the Registrar of Births and Deaths	See Job Profile for full duties. Main duties include: To act as Deputy Registrars of Births Deaths and Marriages All statutory functions required by relevant Acts pertinent to the registration of Births, Deaths and Marriages and Civil Partnerships All functions supporting the booking of all provided services	Salary: £24,525	Salary: £26,897	Salary: £29,268
				<u>Requirements at this level:</u> The support to the Certificate Production Officer The regular accurate and timely registration of Births unaided <u>Qualifications</u> - GCSE grade 4-9 in English and Maths - Deputy Registrar of Births - GRO distance learning certificates in appropriate areas <u>Knowledge</u> - Knowledge of the relevant sections of; - Births and Deaths Registration Act 1953 - Registration of Births and Deaths Regulations 1987 - The Registration of Births and Deaths (electronic communications and electronic storage) Order 2002 - Legitimacy Act 1976 - The Registration of Births, Deaths and Marriages (Amendment) Regulations 2006 - The Registration of Births, Deaths and Marriages (Amendment) Regulations 2007 - The Registration of Births, Deaths and Marriages (Amendment)No.2 Regulations 2007 - The Human Fertilisation and Embryology Act 2008	<u>Requirements at this level in addition to level 3A:</u> The regular timely and accurate registration of Deaths The regular timely and accurate registration of Still Births <u>Qualifications</u> - Deputy Registrar of Births and Deaths - GRO distance learning certificates in appropriate areas <u>Knowledge</u> - Knowledge of the relevant sections of; - The Coroners and Justice Act 2009 - The Welfare Reform Act 2009 - The Presumption of Death Act 2013 - The Cremation (England and Wales) Regulations 2008 - The Deregulation (Still-Birth and Death Registration) Order 1996 - Knowledge of National Database for Births, Deaths and Still Births - Knowledge and experience of detecting fraudulent applications	<u>Requirements at this level in addition to level 3A and 3B:</u> The regular timely and accurate registration of Marriages All duties relating to the booking of ceremonies All duties relating to the delivery of ceremonies The regular timely and accurate taking of notices of marriage and civil partnership <u>Qualifications</u> - Deputy Superintendent Registrar - Deputy Registrar of Births, Deaths and Marriage. - GRO distance learning certificates in appropriate areas <u>Knowledge</u> Knowledge of the relevant sections of; - The Marriage Act 1994 - The Marriage and Civil Partnership (Approved Premises) Regulations 2005 - The Registration of Births, Deaths and Marriages (Amendment) Regulations 2005 - The Reporting of Suspicious Marriages and Registration of Marriages (Miscellaneous Amendments) Regulations 2000 - The Asylum and Immigration (Treatment of Claimants) Act 2004 - The Immigration (Procedure for Marriage) Regulations 2011 - The Marriages and Civil Partnerships (Approved Premises) Regulations 2005

				ix. The Registration of Births and Deaths (Amendment) Regulations 2009 <u>Experience</u> • Experience of the regular timely and accurate registration of Births • Experience of working within a busy customer services environment • Experience of handling financial transactions <u>Skills</u> • Trained in and ability to use the National Database • The timely and accurate input of data • Emotional maturity & resilience		viii. The Forced Marriage (Civil Protection) Act 2007 ix. The Equality Act 2010 x. The Marriage and Civil Partnership (Approved Premises)(Amendment) Regulations 2011 xi. The Protection of Freedoms Act 2012 xii. The Marriage (Same Sex Couples) Act 2013 xiii. Immigration Act 2014 xiv. The Registration of Marriages Regulations 2015 xv. The Marriage (Authorised Persons) and Civil Partnership xvi. The Referral of Proposed Marriages and Civil Partnerships regulations xvii. Marriage (Registrar General's Licence) Act 1970 viii. The Reporting of Suspicious Civil Partnerships Regulations 2005 xix. The Civil Partnership (Registration Provisions) Regulations 2005 xx. The Immigration (Procedure for Formation of Civil Partnerships) Regulations 2011 • Knowledge of the registering and delivering of statutory ceremonies <u>Experience</u> • Experience of the regular timely and accurate registration of Marriages and Civil Partnerships • Experience of booking wedding ceremonies • Experience of conducting wedding ceremonies • Experience of taking of notices of marriage and civil partnership • Experience of mentoring colleagues at level 3A and 3B <u>Skills</u> • Ability to use the most appropriate style and method of communication with people at different levels inside and outside of the organisation, using tact when required, inspiring
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				• Proficient in the use of Microsoft Word, Excel, Outlook and TEAMS • Excellent time management • Excellent telephone and face to face customer care • Ability to handle cash, process cheques and invoices		• confidence and giving encouragement • Ability to be accountable for small expenditures from an agreed budget or income
Job Title	Range	Development Route	Main Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished/Expert)
Registrar of Births and Deaths	Range 4	Internal progression	See Job Profile for full duties. Main duties include: To effectively ensure the Statutory Registration of all Life events in the District of Medway	Salary: £29,793 <u>Requirements at this level:</u> <u>Qualifications</u> • GCSE grade 4-9 (or equivalent) in English & Maths • Statutory signature of Registrar of Births, Deaths and Marriage • GRO distance learning certificates in appropriate areas <u>Knowledge</u> • Knowledge of the relevant sections of; - The Coroners and Justice Act 2009 - The Welfare Reform Act 2009 - The Presumption of Death Act 2013 - The Cremation (England and Wales) Regulations 2008 - The Deregulation (Still-Birth and Death Registration) Order 1996 - The Marriage Act 1994 - The Marriage and Civil Partnership (Approved Premises) Regulations 2005 - The Registration of Births, Deaths and Marriages (Amendment) Regulations 2005 - The Reporting of Suspicious Marriages and Registration of Marriages (Miscellaneous Amendments) Regulations 2000 - The Asylum and Immigration (Treatment of Claimants) Act 2004 - The Immigration (Procedure for Marriage) Regulations 2011	Salary: £32,602 <u>Requirements at this level in addition to level 4A:</u> <u>Qualifications</u> • Assigned systems administrator by the General Register Office <u>Knowledge</u> • Detailed knowledge of the public protection and counter fraud framework • A detailed knowledge of the service and the wider organisational context and how these interface with Members	Salary: £35,410 <u>Requirements at this level in addition to level 4A and 4B:</u> <u>Qualifications</u> • Inspection by the Registrar General's account manager <u>Knowledge</u> • Knowledge of developing and maintaining Council systems to ensure the efficient booking of appointments • The knowledge, identification and collation of statistical data to monitor, develop and improve service delivery

				xii. The Marriages and Civil Partnerships (Approved Premises) Regulations 2005 xiii. The Forced Marriage (Civil Protection) Act 2007 xiv. The Equality Act 2010 xv. The Marriage and Civil Partnership (Approved Premises)(Amendment) Regulations 2011 xvi. The Protection of Freedoms Act 2012 xvii. The Marriage (Same Sex Couples) Act 2013 - xviii. Immigration Act 2014 xix. The Registration of Marriages Regulations 2015 xx. The Marriage (Authorised Persons) and Civil Partnership xxi. The Referral of Proposed Marriages and Civil Partnerships regulations xxii. Marriage (Registrar General's Licence) Act 1970 - xxiii. The Reporting of Suspicious Civil Partnerships Regulations 2005 xxiv. The Civil Partnership (Registration Provisions) Regulations 2005 xxv. The Immigration (Procedure for Formation of Civil Partnerships) Regulations 2011 xxvi. Births and Deaths Registration Act 1953 - xxvii. Registration of Births and Deaths Regulations 1987 - xxviii. The Registration of Births and Deaths (electronic communications and electronic storage) Order 2002 xxix. Legitimacy Act 1976 xxx. The Registration of Births, Deaths and Marriages (Amendment) Regulations 2006 xxxi. The Registration of Births, Deaths and Marriages (Amendment) Regulations 2007 - xxxii. The Registration of Births, Deaths and Marriages (Amendment)No.2 Regulations 2007 - xxxiii. The Human Fertilisation and Embryology Act 2008 - xxxiv. The Registration of Births and Deaths (Amendment) Regulations 2009		
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				• Good knowledge of the Statistics and Registration Act 2007 • Good knowledge of the Freedom of Information Act 2000 • Good knowledge of the Data Protection Act 1998 • Understanding of the Mental Capacity Act 2005 • Good knowledge of the Equality Act 2010 <u>Experience</u> At least three years' experience of excelling at: i. The regular timely and accurate registration of Marriages ii. All duties relating to the booking of ceremonies iii. All duties relating to the delivery of ceremonies iv. The regular timely and accurate taking of notices of marriage and civil partnership v. The regular timely and accurate registration of Births vi. The regular timely and accurate registration of Deaths vii. The regular timely and accurate registration of Still Births • Experience in the management of all secure stock required for registrations entering the live registers • Experience in deputising appropriate Registration Officers for statutory functions • Experience in the management of the Live Registers of Birth, Death and Marriage <u>Skills</u> • Proficient in the use of Microsoft Word, Excel, Outlook and TEAMS • Excellent Time management • Excellent Face to Face customer care • The timely and accurate input of data • Emotional maturity & resilience • Ability to act as a role model to promote equality and manage diversity in the workplace	<u>Experience</u> • Experience of ensuring the quality of data contained within the live registers is accurate • Experience of training and developing Deputy Registrars in their statutory duties • Experience of fulfilling the duties of systems administrator for the national database <u>Skills</u> • Ability to deliver exceptional data quality within statutory timescales • Communicate effectively with services partner organisations • Possess the skills required to take a lead role in ensuring partnerships work.	<u>Experience</u> • Experience of building, developing and maintaining the Council's website ensuring appropriate and accurate information is available <u>Skills</u> • Ability to use analytical skills to interpret complex information and situations. • Ability to undertake work that requires a range of imaginative solutions and responses and involves application of fresh and innovative thinking. • Ability to plan projects and tasks in a structured way, monitoring progress against plans and can embed these into working practice.
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Job Title	Range	Development Route	Main Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished/Expert)
Senior Registration Officer	Range 4	Internal Progression	See Job Profile for full duties. Main duties include: To effectively support the booking of all provided registration services including the management of staff allocation to all duties and the effect running of the Medway Register Office	Salary: £29,793	Salary: £32,602	Salary: £35,410
				<u>Requirements at this level:</u> <u>Qualifications</u> - GCSE grade '4-9' (or equivalent) in English and Maths - GRO distance learning certificates in appropriate areas - Deputy Superintendent Registrar - Deputy Registrar of Births, Deaths and Marriage. <u>Knowledge</u> - Knowledge of the relevant sections of: i. The Coroners and Justice Act 2009 ii. The Welfare Reform Act 2009 iii. The Presumption of Death Act 2013 iv. The Cremation (England and Wales) Regulations 2008 v. The Deregulation (Still-Birth and Death Registration) Order 1996 vi. The Marriage Act 1994 vii. The Marriage and Civil Partnership (Approved Premises) Regulations 2005 viii. The Registration of Births, Deaths and Marriages (Amendment) Regulations 2005 ix. The Reporting of Suspicious Marriages and Registration of Marriages (Miscellaneous Amendments) Regulations 2000 x. The Asylum and Immigration (Treatment of Claimants) Act 2004 xi. The Immigration (Procedure for Marriage) Regulations 2011 xii. The Marriages and Civil Partnerships (Approved Premises) Regulations 2005 xiii. The Forced Marriage (Civil Protection) Act 2007 xiv. The Equality Act 2010 xv. The Marriage and Civil Partnership (Approved	In addition to level 4A <u>Qualifications</u> <u>Knowledge</u> - Knowledge of making best use of resources to ensure stock levels are suitable for statutory functions - Knowledge of and able to schedule staffing to ensure attendance at all ceremonies - Knowledge of and able to schedule staffing to ensure registration of all life events within statutory timescales	In addition to levels 4A and 4B <u>Qualifications</u> <u>Knowledge</u> - Knowledge of and ability to plan projects and tasks in a structured way, monitoring progress against plans and can embed these into working practice. - Knowledge of procurement processes and systems, and performance monitoring and evaluation

				Premises)(Amendment) Regulations 2011 xvi. The Protection of Freedoms Act 2012 xvii. The Marriage (Same Sex Couples) Act 2013 xviii. Immigration Act 2014 xix. The Registration of Marriages Regulations 2015 xx. The Marriage (Authorised Persons) and Civil Partnership xxi. The Referral of Proposed Marriages and Civil Partnerships regulations xxii. Marriage (Registrar General's Licence) Act 1970 xxiii. The Reporting of Suspicious Civil Partnerships Regulations 2005 xxiv. The Civil Partnership (Registration Provisions) Regulations 2005 xxv. The Immigration (Procedure for Formation of Civil Partnerships) Regulations 2011 xxvi. Births and Deaths Registration Act 1953 xxvii. Registration of Births and Deaths Regulations 1987 xxviii. The Registration of Births and Deaths (electronic communications and electronic storage) Order 2002 xxix. Legitimacy Act 1976 xxx. The Registration of Births, Deaths and Marriages (Amendment) Regulations 2006 xxxi. The Registration of Births, Deaths and Marriages (Amendment) Regulations 2007 xxxii. The Registration of Births, Deaths and Marriages (Amendment)No.2 Regulations 2007 xxxiii. The Human Fertilisation and Embryology Act 2008 xxxiv. The Registration of Births and Deaths (Amendment) Regulations 2009 <u>Experience</u> Experience of: • The regular timely and accurate registration of Marriages	<u>Experience</u> • Experience of working with financial procedures and budget management	<u>Experience</u>
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				- All duties relating to the booking of ceremonies - All duties relating to the delivery of ceremonies - The regular timely and accurate taking of notices of marriage and civil partnership - The regular timely and accurate registration of Births - The regular timely and accurate registration of Deaths - The regular timely and accurate registration of Still Births - Of working in an office environment and undertaking administrative tasks? Skills - Proficient in the use of Microsoft Word, Excel, Outlook and TEAMS - Excellent Time management - Excellent Face to Face customer care - The timely and accurate input of data - Emotional maturity & resilience - Ability to undertake responsibility for the line management of others, with the ability to provide direction, empower people to achieve objectives and take responsibility for team members actions and errors	Skills - Able to build and develop productive teams, setting clear objectives and identifying better ways of working, managing change effectively. - Able to demonstrate a detailed knowledge of the service and the wider organisational context and how this interface with Members and possess the skills required to take a lead role in ensuring partnerships work.	Skills - Ability to use analytical skills to interpret complex information and situations. - Undertakes work that requires a range of imaginative solutions and responses and involves application of fresh and innovatory thinking.
Job Title	Range ¹	Development Route	Main Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished/Expert)
Superintendent Registrar	Range 6	Progression within role	See Job Profile for full duties. Main duties include: To provide and maintain an efficient and effective registration service within Medway which meets the requirement of the General Register Office	Salary: £42,139 Requirements at this level: Qualifying criteria for appointment - Has not been declared bankrupt and has not subsequently obtained a discharge or has made any composition or arrangement with their creditors and has not subsequently paid their debts in full or obtained a certificate of discharge - Has not been dismissed from any office by the Registrar General and the	Salary: £44,915 Requirements at this level in addition to level 6A:	Salary: £47,691 Requirements at this level in addition to level 6A and 6B:

				Registrar General does not consent to the appointment - Does not hold any office as authorised person, member of clergy, secretary (for marriages) of a synagogue or a registering officer of the Society of Friends Qualifications - GCSE grade '4-9' (or equivalent) in English and Maths - GRO distance learning certificates in appropriate areas - Deputy Superintendent Registrar - Deputy Registrar of Births, Deaths and Marriage. Knowledge - Extensive, in-depth knowledge of the Registration Service - Expert knowledge of the relevant sections of; i. The Coroners and Justice Act 2009 ii. The Welfare Reform Act 2009 iii. The Presumption of Death Act 2013 iv. The Cremation (England and Wales) Regulations 2008 v. The Deregulation (Still-Birth and Death Registration) Order 1996 vi. The Marriage Act 1994 vii. The Marriage and Civil Partnership (Approved Premises) Regulations 2005 viii. The Registration of Births, Deaths and Marriages (Amendment) Regulations 2005 ix. The Reporting of Suspicious Marriages and Registration of Marriages (Miscellaneous Amendments) Regulations 2000 x. The Asylum and Immigration (Treatment of Claimants) Act 2004 xi. The Immigration (Procedure for Marriage) Regulations 2011 xii. The Marriages and Civil Partnerships (Approved Premises) Regulations 2005 xiii. The Forced Marriage (Civil Protection) Act 2007	Qualifications Knowledge - Extensive, in-depth knowledge of the Registration Service - Knowledge and understanding of wider present and forthcoming Registration agendas - Knowledge of up-to-date IT applications and systems to be able to support the continued modernisation of the service	Qualifications - Registrar General's Certificate of Competence (SR level) Knowledge - Understanding the need to be customer focused and able to demonstrate a track record of providing a quality service to customers in a diverse range of settings and cultural environments
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				xiv. The Equality Act 2010 xv. The Marriage and Civil Partnership (Approved Premises) (Amendment) Regulations 2011 xvi. The Protection of Freedoms Act 2012 xvii. The Marriage (Same Sex Couples) Act 2013 xviii. Immigration Act 2014 xix. The Registration of Marriages Regulations 2015 xx. The Marriage (Authorised Persons) and Civil Partnership xxi. The Referral of Proposed Marriages and Civil Partnerships regulations xxii. Marriage (Registrar General's Licence) Act 1970 xxiii. The Reporting of Suspicious Civil Partnerships Regulations 2005 xxiv. The Civil Partnership (Registration Provisions) Regulations 2005 xxv. The Immigration (Procedure for Formation of Civil Partnerships) Regulations 2011 xxvi. Births and Deaths Registration Act 1953 xxvii. Registration of Births and Deaths Regulations 1987 xxviii. The Registration of Births and Deaths (electronic communications and electronic storage) Order 2002 xxix. Legitimacy Act 1976 xxx. The Registration of Births, Deaths and Marriages (Amendment) Regulations 2006 xxxi. The Registration of Births, Deaths and Marriages (Amendment) Regulations 2007 xxxii. The Registration of Births, Deaths and Marriages (Amendment)No.2 Regulations 2007 xxxiii. The Human Fertilisation and Embryology Act 2008 xxxiv. The Registration of Births and Deaths (Amendment) Regulations 2009 • In depth knowledge of the range of services offered and delivered in a Registration Service		
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				<u>Experience</u> • Experience of interpreting and advising on complex matters related to legislation and policy, and ability to interpret and apply complex guidelines <u>Skills</u> • The ability to focus and manage the performance of the service, training and development of the registration staff, customer experience. • The ability to confidently liaise with other bodies such as the General Register Office and His Majesty's Inspectorate to ensure that the service provided meets all statutory requirements. • Ability to act as a role model to promote equality and manage diversity in the workplace	<u>Experience</u> • Experience of delivering and managing multiple services in a busy frontline service point, such as Bereavement Services. • Experience of financial management, budget monitoring and revenue generation • Significant experience of acting in the capacity of Superintendent Registrar <u>Skills</u> • Excellent public speaking and presentational skills	<u>Experience</u> • Business process re-engineering experience to manage a developing service. • Experience of developing and introducing new and imaginative ways of delivering registration and other suitable additional services and able to work on own initiative • Detailed experience resulting in an equivalent level of knowledge and competence to the Registrar General's Certificate of Competence (SR level) <u>Skills</u> • To contribute to policy development and provide advice and guidance to support the Management Team in ensuring GRO and internal service standards are set, monitored and upheld. • The ability to make significant decisions relating to all registration matters including legal requirements
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