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# **Job Description**

Job title Sessional Marriage Registrar

Directorate PLACE : Regeneration, Culture and Environment

Division < Registration Services

Range MPR 2

Reports to Senior Registration Officer

## **Main purpose of the job:**

* To act as Deputies to the Superintendent Registrar and the Registrar of Births, Deaths and Marriages in providing registration services for the District of Medway.

Liaise with stakeholders in a way that promotes the [vision and values](https://www.medway.gov.uk/info/200364/medway_council_strategy_2022_to_2023#values) of the Council.

## **Accountabilities and outcomes:**

* To act as Deputy Superintendent Registrar
* To act as Deputy Registrars of Births Deaths and Marriage
* All statutory functions required by relevant Acts pertinent to the registration of Marriages and Civil Partnerships.

•At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

## **Key Corporate Accountabilities:**

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone’s responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

## **Organisation:**

This role reports to the Registration Services Office Manager.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

## **Working Style:**

FIXED - The post holder will be permanently based at Medway Register Office, although they may be expected to work at any location across Medway.

# **Person specification**

All criteria at level A are considered essential unless stated otherwise.

## **Qualifications**

### Level A

• Educated to GCSE “C” grade in English and Maths or equivalent.

## **Knowledge**

### Level A

* Knowledge of the statutory preliminaries to allow marriage ceremonies to proceed

## **Experience**

### Level A

* Experience of speaking in public to both small and large groups
  + Experience of working in a customer service environment
  + Experience of handling financial transactions

## **Skills**

### Level A

* 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
* The Registration and officiating of statutory ceremonies