

Job Description

Job title	Registration Officer
Directorate	PLACE : Regeneration, Culture and Environment
Division	Registration Services
Range	MPR 3
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](#) 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 Births, Deaths and Marriages and Civil Partnerships.
- The handling and accounting for monies taken for these services
- The accounting for secure stock for these services
- The accurate logging of all transactions
- The prevention and detection of fraudulent applications
- All functions supporting the booking of all provided services

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 grade 4-9 (or equivalent) in English and Maths
- Deputy Registrar of Births
- GRO distance learning certificates relating to registration of Births

Level B

- Deputy Registrar of Births and Deaths
- GRO distance learning certificates relating to registration of Births, Death and Still Births

Level C

- Deputy Superintendent Registrar
- Deputy Registrar of Births, Deaths and Marriages
- GRO distance learning certificates relating to registration of Births, Death and Marriages

Knowledge

Level A

- Knowledge of the relevant sections of;
 - i. Births and Deaths Registration Act 1953
 - ii. Registration of Births and Deaths Regulations 1987
 - iii. The Registration of Births and Deaths (electronic communications and electronic storage) Order 2002
 - iv. Legitimacy Act 1976
 - v. The Registration of Births, Deaths and Marriages (Amendment) Regulations 2006
 - vi. The Registration of Births, Deaths and Marriages (Amendment) Regulations 2007
 - vii. The Registration of Births, Deaths and Marriages (Amendment)No.2 Regulations 2007
 - viii. The Human Fertilisation and Embryology Act 2008
 - ix. The Registration of Births and Deaths (Amendment) Regulations 2009

Level B

- 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
- Knowledge of National Database for Births, Deaths and Still Births
- Knowledge and experience of detecting fraudulent applications

Level C

- Knowledge of the relevant sections of;
 - i. The Marriage Act 1994
 - ii. The Marriage and Civil Partnership (Approved Premises) Regulations 2005
 - iii. The Registration of Births, Deaths and Marriages (Amendment) Regulations 2005

- iv. The Reporting of Suspicious Marriages and Registration of Marriages (Miscellaneous Amendments) Regulations 2000
- v. The Asylum and Immigration (Treatment of Claimants) Act 2004
- vi. The Immigration (Procedure for Marriage) Regulations 2011
- vii. The Marriages and Civil Partnerships (Approved Premises) Regulations 2005
- 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
- xviii. 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
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Experience

Level A

- Experience of the regular timely and accurate registration of Births
- Experience of working within a busy customer services environment
- Experience of handling financial transactions

Level B

- Experience of the regular timely and accurate registration of Deaths
- Experience of the regular timely and accurate registration of Still Births
- Experience of accounting for secure stock for these services

Level C

- 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
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Skills

Level A

- Trained in and ability to use the National Database
- The timely and accurate input of data
- Emotional maturity & resilience
- 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

Level B

- Excellent organisational skills with accuracy and attention to detail

Level C

- 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 confidence and giving encouragement
- Ability to be accountable for small expenditures from an agreed budget or income