



Job Description

Corporate Services & Strategy Directorate

Post Title:	Deputy Registrar		
Post Number	BG00034	Grade	5
Base	Bedwellty House & Park	Hours of Work	5 hours
Car User Allowance	Casual	Disclosure	Yes
Contact	Elaine Williams	Updated	01/05/15

Principal Job Purpose

Responsible to: Superintendent Registrar and Service Manager

Responsible for: Acting as a Deputy, when needed to carry out marriage and civil partnership duties, the registration of births and deaths, and administration duties as required, including some weekend and bank holiday work.

Principal Accountabilities

1. To deputise for the Registrar to register births, deaths, marriages and civil partnerships in accordance with the law.
2. To deputise for the Superintendent Registrar to conduct marriage and civil partnership ceremonies, attest notices of marriage and civil partnerships, arrange and conduct citizenship ceremonies and other duties commensurate with the role in accordance with law.
3. To maintain and update knowledge of registration law and administer it in accordance with all regulations and instructions.
4. To ensure the safekeeping of records, income and valuable stock items.

5. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
6. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

Person Specification – Non Managerial

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
5 GCSE's including English and Maths.	Essential	✓			
Other experience					
Experience of working in a Registration Service or in a legal environment.	Desirable	✓			
Knowledge/Skills					
Clear legible handwriting and accurate spelling	Desirable	✓		Test	

2. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Holds a current driving licence	Essential	✓			
Flexible in working hours	Essential	✓			
Able to work some weekends particularly in Summer months	Essential	✓			
Presentation skills (only after a sufficient training to conduct marriage and other ceremonies)			✓		

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary	✓			✓
	Sees tasks through to completion whenever possible		✓		✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge	✓	✓		✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service	✓	✓		✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary		✓		✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand		✓		✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others		✓		✓
	Checks others have understood & seeks advice when necessary		✓		✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓