**Job Description**

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| **Job title** | Deputy Registrar |
| **Grade** | 3 |
| **Service/Team** | Corporate Services |
| **Main purpose of job** | 1. To undertake and assist with the delivery of the statutory and non-statutory activities of the Registration Service. |
| **Key responsibilities *(i.e what does the post broadly do to achieve its purpose?)*** | 1. Participate in the weekend and public holiday working schedule, performing and registering a variety of ceremonies. 2. Deputise for the Superintendent Registrar as and when required.   .   1. Liaise with stakeholders including members of the public, the City   Coroner, Border and Immigration Control, funeral directors, ministers of religion, hospitals, other Council services and neighbouring register offices.   1. Ensure an up-to-date knowledge of the Registration Service Handbook,   applicable regulations, circulars and other instructions from the General Register Office.   1. A commitment to continuous improvement. 2. To promote and champion a positive organisation- wide culture that reflects the Council’s values |
| **Key tasks *(i.e the specific duties that are required to achieve responsibilities)*** | 1. Carry out the registration of births, deaths, still-births, marriages and civil partnerships within the Civic Centre and at other locations across the City of Sunderland. 2. In the absence of a Registration Officer, maintain and be responsible for security   and non-security stock and ensure appropriate levels of security are maintained in relation to all stock and registers, including those within the Superintendent Registrar’s custody.   1. Register and conduct statutory and non-statutory ceremonies within   the Civic Centre and at approved premises.   1. Undertake Nominated Officer duties effectively and perform other   associated duties.   1. Account for all registration fees and income received by the Council. 2. Assist in the organisation and performance of citizenship ceremonies   on behalf of the Superintendent Registrar and liaise with the Home Office regarding receipt and the process of certificates.   1. Compile weekly statistical information as required on behalf of the   General Register Office.   1. Assist the General Office with duties appertaining to the post including the checking and signing of copy certificates 2. Carry out any other duties as the exigencies of the Service dictate. |
| **Responsible for staff/equipment** |  |
| **Other duties/specific policies e.g. DBS** | The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.  The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.  The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.  The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.  To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council  The post holder must comply with the Council’s COVID-19 vaccination policy and guidance (where applicable). |
| **Supplementary Information** | **Statutory Disqualifications (under the Registration of Births, Deaths, and Marriages Regulations 1968)**  No person can be qualified for an appointment as a Registrar if he or she:   1. has been declared bankrupt and has not subsequently obtained a discharge, or is the subject of a bankruptcy restrictions order or an interim order, or has made any composition or arrangement with creditors and has not subsequently paid the debts in full or obtained a certificate of discharge; or if they are a person in relation to whom a moratorium period under a debt relief order applies, or is the subject of a debt relief restrictions order. 2. is or has been in the 12 months preceding the date of 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. 3. holds any office as authorised person, secretary (for marriages) of a synagogue or registering officer of the Society of Friends. 4. is a minister of religion, a medical practitioner, a midwife, an undertaker or any other person concerned in a burial or cremation business, a person engaged in any business concerned with life insurance, or a person engaged in any other calling which would conflict with or prevent proper performance in person of the duties of the office for which he or she is a candidate.      1. is an officer or servant of the Council appointed by them as the Proper Officer.   vii) holds office as a 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). |