**Person Specification**

**Job title: Deputy Registrar**

**Note to applicant - You should pay particular attention to the essential criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted.**

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| **Essential Criteria** | | **Method of Assessment** |
| **Experience** | 1. Experience of working within a registration service. | Application form/  interview |
| **Skills, Knowledge, Ability (including ability**  **to develop knowledge,**  **skill or experience)** | 1. Able to communicate effectively utilising a range of methods to share and obtain information. | Application form/  interview |
| 1. Able to provide excellent customer service, at times in a sensitive setting, by being able to deliver high quality tailored services to meet needs and exceed expectations. | Application form/  interview |
| 1. Able to work effectively within a busy team environment, and to manage a workload involving dedicated appointment times | Application form/  interview |
| 1. Able to effectively use a PC to prepare documents, record information and input data. | Application form/  interview |
|  | 1. Socially confident and self-assured when meeting new people. | Application form/  interview |
| **Work Related Circumstances/**  **Values of the Council** | Ability to work outside of normal working hours to meet the needs of the service. | Application form/  interview |
| Commitment to Equal Opportunities | Application form/  interview |
| Compliance with health and safety rules, regulations, and legislation | Application form/  interview |
| Ability to meet the travel requirements of the role | Application form/  interview |
| The post holder will need to be fully vaccinated against COVID-19 (unless medically exempt). | Application form/  interview |