  
**COUNCIL OF THE ISLES OF SCILLY**

**ROLE PROFILE**

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| **Role Profile** | | | | | | |
| **Job Title** | Assistant: Registrar for Weddings and Civil Partnerships | **Job No.**  (Office Use) |  | **Grade**  (Office Use) | 3 |
| **Business Unit** | Chief Executive | |  |  | |
| **Team** | Registration | | | | |
| **Reports to**  **(Job Title)** | Superintendent Registrar | | | | |
| **Location** | Isles of Scilly | | **Shift Pattern** | As required | |
| **DBS check required** | No | | | | |

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| **Job Purpose** | **(a) Working within the general direction of the Proper Officer and the Superintendent Registrar to run the Islands’ Registration Service in an effective and positive manner and to ensure that all the legal duties associated with the various registration responsibilities are complied with at all times.**  **(b) To act as an integral part of the Council’s staff team, and as such make a contribution to the overall aims of the Authority, working within agreed policies and procedures.** |

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| **Autonomy and Accountability** | **The post holder will be based in the Register Office, but will attend various other locations as required.**  Support for the Chief Executive and Proper Officer and the Superintendent Registrar, other members of the Registration Section and members of the public.  Work with the Superintendent Registrar on a one to one basis, in such a way as to ensure that there is an understanding and clarity of the post holder’s specific areas of responsibility and accountability, as required by the Chief Executive and Proper Officer.  ***Provide support to the Superintendent Registrar***  To deputise for the Superintendent Registrar, undertaking the duties and responsibilities as laid down in the Registration Acts and Regulations.  To carry out Civil Partnership Formations and associated duties.  ***Assist with the provision of a range of Registration Services***  To be responsible for the registration of marriages at the Register Office, Approved Premises, Registered Buildings, hospitals, prisons and private homes.  To be responsible for the conducting of civil marriages at the Register Offices, Approved Premises, hospitals, prisons and private homes.  To conduct non statutory ceremonies to include Renewal of Vows Ceremonies and Naming Ceremonies.  ***As Civil Partnership Registrar:***  To be responsible for Civil Partnership Formations and provision of ceremonies at the Register Office, Approved Premises, Registered Buildings, hospitals, prisons and private homes  To be responsible for ceremonies converting Civil Partnerships to Marriage.  To be responsible for issuing certified copies of entries from the registration on-line (RON) system and other relevant registration duties.  To be responsible for financial transactions including collection of fees for services from the public.  To undertake training as required.  ***Review and develop own professional practice***  Develop and maintain effectiveness as a member of the Council’s staff by taking responsibility for own continuing professional development.  **Support for ‘external’ organisations**  Maintain effective working relationships with officials from Government Departments, Local Government representatives, and members of the local community. |

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| **Relationships and Communications** | |  | | --- | | Interpersonal and communication skills are required to build and maintain good working relationships with external organisations, elected Members, the Proper Officer and the community.  Work effectively with colleagues, applying own strengths and expertise to contribute positively to the overall aims and objectives of the Council. Provide effective support for all other members of the Council’s staff by sharing own knowledge and expertise in a professional and constructive manner.  Support the implementation of the Council’s corporate communication Strategy. Ensure that this strategy is fully implemented and that high quality communications materials are produced and developed to inform the Council’s communications activity.  Participate in staff meetings arranged to contribute to the development and implementation of Council policies and procedures.  Take a role in supporting and developing a culture of team working for the benefit of the ‘clients’ of all services provided by the Council.  Maintain effective working relationships with officials from Government Departments, Local Government representatives, and members of the local community. | |

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| **Management of Resources** | The post holder will have no supervisory responsibilities |

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| **Working Conditions and Demands** | Prioritise conflicting demands  Manage flexible workload at different stages of the year.  Handle commercially sensitive/protected information and data. |

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| **Experience, Knowledge and Qualifications** | **Essential**     * **Minimum of 5 GCSE’s or equivalent including English and Maths** * **IT skills** * **Organisational skills** * **Strong communication skills** * **High standard of accuracy and attention to detail and good handwriting** * **Flexible and able to cope with changing plans at short notice** * **Available for work at weekends and bank holidays and at short notice** * **A calm, friendly and approachable manner**   **Desired**   * Experience of dealing directly with the public * Clerical and administration experience with experience of working in the Registration service * Ability to interpret complex legislation |

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| **Corporate Standards** | * In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. * Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council’s constitution and its policies and procedures. * Work within the requirements of the Council’s Health and Safety policy, performance standards, safe systems of work and procedures. * Undertake all duties with due regard to the corporate equalities policy and relevant legislation. |