

<p><b>Title</b> <b>Registrar</b></p>	<p><b>Department</b> <b>Adult Social Care, Health and Public Protection</b></p>	<p><b>Post Ref.</b></p>
<p><b>Job Purpose</b> Register activity relating to birth, death, still birth and notice appointments. Conduct and register statutory and non-statutory ceremonies.</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. To undertake high level complex Registration legal processes based on full days of multi-faceted and sensitive appointments with members of the public. Complete registrations and declarations of births, still births and deaths, take notices of marriage and civil partnerships, issue associated documents and certified copies in accordance with registration law</li> <li>2. To be responsible for informing and liaising with the Coroner for Nottinghamshire on complex death registrations, making referrals as appropriate following legal guidelines.</li> <li>3. To prepare and deliver (sometimes to large audiences) a high standard of non-statutory celebrations, including funerals and naming ceremonies.</li> <li>4. To conduct and register marriages, civil partnerships and citizenship ceremonies following registration statute and complex guidelines, including being responsible for identifying, reporting and preventing fraud, sham marriages and identity theft.</li> <li>5. Using NCC's CIVICA payments system and Registration Service's stock and banking databases, take fees for registration activity; reconcile and bank daily takings.</li> </ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. To perform registration duties to the levels defined.</li> <li>2. To account for certificate stock, registers and legal documents in accordance with Registration regulations.</li> <li>3. To be accountable for the accuracy of work undertaken and information provided.</li> <li>4. Accurately complete service management and registration returns for Key Performance Indicators.</li> </ol>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>		

<b>Person Specification</b>	
<p><b>Education and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. Practical knowledge of registration service procedures and guidelines.</li> <li>2. GCSE or equivalent in English and Maths, strong financial acumen and knowledge of accounting procedures</li> </ol>	<p><b>Personal skills and general competencies</b></p> <ol style="list-style-type: none"> <li>3. A high level of personal drive and commitment to excellent customer service and the ability to set an example for other staff.</li> <li>4. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.</li> <li>5. Ability to make decisions and solve problems to meet operational targets, including devising solutions and prioritising the resources available.</li> <li>6. Ability to meet agreed objectives and delivery targets through effective use of resources.</li> </ol>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>7. Experience of working to statutory and legislative standards.</li> <li>8. Experience of customer focused service delivery in Registration Services.</li> <li>9. Well organised, with legible handwriting, able to work at a fast pace while maintaining quality and accuracy of work.</li> </ol>	
<p><b>Role Dimensions</b></p> <ol style="list-style-type: none"> <li>10. To deliver a range of frontline services, ensuring that the statutory and non-statutory needs of the customer and the business are being met on a day to day basis.</li> <li>11. Responsible for the accurate recording of all financial transactions according to regulations and procedures.</li> </ol> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date 18/08/2016