



## Cumberland Council

### Post Specification

<b>Date</b>	<b>September 2023</b>
<b>Post Group Number</b>	<b>6428</b>
<b>Post Title</b>	<b>Ceremonies Officer</b>
<b>Job Family</b>	<b>Regulation &amp; Technical</b>
<b>Job Family Role Profile</b>	<b>RT6</b>
<b>Final Grade</b>	<b>6</b>

To be read in conjunction with the job family role profile

#### Service Area description

The Registration is a statutory service, and form part of a range of legal, but customer focused services, within Community Services, delivered at difficult and emotional periods in people's lives. The Registration Service provides the front line and administrative functions for the registration of births and deaths, and both the legal preliminaries and the conducting of marriages and civil partnership, and the provision of certified copy certificates. The Service also conducts a range of other functions such as citizenship ceremonies, nationality checking, civil naming and renewal of vows.

#### Purpose of this post

To work flexibly as a member of a team to effectively meet the needs of the customers attending the Register Office or an approved venue for any purpose in connection with a ceremonial or celebratory service offered by the Cumbria Registration Service.

- In accordance with current legislative and procedural requirements of the General Register Office, and County Council standards:
  - (a) Conduct marriage and civil partnership and other statutory ceremonies.
  - (b) Conduct any non-statutory ceremonial services
  - (c) Carry out any associated administrative and accounting procedures for statutory and non-statutory ceremonies.
- To ensure that the law is upheld and any procedural and legislative requirements are met when carrying out all statutory and non-statutory registration duties.

#### Key job specific accountabilities

To deputise for and assist the Registration Officers in conducting the statutory and non-statutory ceremonies offered by the Cumbria Registration Service.

- To work flexibly as a member of a team to effectively meet the needs of the customer and the provision of a professional and effective registration service to the users.
- To deliver all statutory and non-statutory ceremonies provided by the Registration Service in accordance with current legislative requirements and County Council standards and ensure services are delivered to the highest possible standard.

- To carry out any functions assigned to the post in accordance with the requirements of statutory regulations and legislation, under the direction of the Superintendent Registrar and/or Community Services Manager.
- To be part of staff rota arrangements to maximise efficiency.

**Please note annual targets will be discussed during the appraisal process**

**Key facts and figures of the post**

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• No budget responsibilities</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Essential Criteria - Qualifications, knowledge, experience and expertise**

- NVQ level 3 or 4, or NQF Level 4 or 5 or equivalent
- Knowledge and understanding of the Registration Service or other regulatory body / service
  - Knowledge of the relevant regulations and procedures associated with Registration Service
  - Proven experience in a customer focused environment dealing with the public
  - Previous experience of interviewing persons in a sensitive manner for the purpose of gathering and recording information
  - Experience of using web based computer programmes and databases
  - Ability to speak and communicate in public
  - Ability to communicate effectively in writing and to complete registers / certificates in legible script
  - Ability to maintain accurate records
  - Numeracy skills
  - Excellent Customer Care skills
  - Good ICT skills

**Disclosure and Barring Service – DBS Checks**

- This post requires does not require a DBS check.

**Job working circumstances**

<b>Emotional Demands</b>	
<b>Physical Demands</b>	
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>· Ability to work during school holidays, at weekends and on Public / Bank Holidays, as required</li> <li>· Ability to travel independently to various locations in Cumbria</li> <li>· To work as and when required, possibly at short notice, to meet the demands of the service</li> </ul>

**Other Factors**

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