

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Job Accountabilities

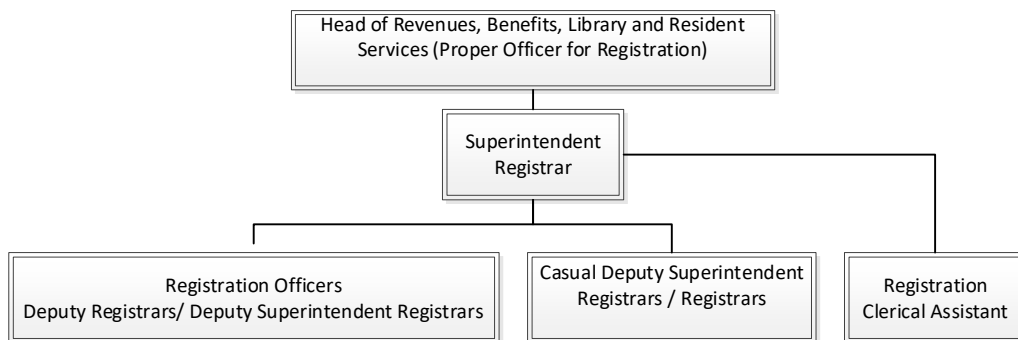
Job Title: Casual Marriage Schedule System Registration Officer	Job number: WM0485
Service Area : Resources	Team: Registration

JOB PURPOSE

Assisting the Superintendent Registrar in the provision of Marriages, Civil Partnerships and non statutory ceremonies, attending ceremonies at council premises and other venues within the Royal Borough. Accurately completing pre-ceremony checks, clearly marking corrections to details and overseeing the signing of the marriage/civil partnership schedule. Completing a commemorative certificate by hand during the ceremony and presenting this to the couple. Responsibility for safekeeping, storage and return of legal documentation. Must be willing to train to conduct ceremonies in the future and be generally available to work on Fridays and weekends/Bank Holidays

POSITION WITHIN SERVICE STRUCTURE

Position within Service Structure



JOB ACCOUNTABILITIES

Service delivery accountabilities

- Pass module on Registrar Generals Website to be a Marriage Schedule System Registrar
- Ensuring all paperwork is in order for ceremonies
- Questioning couples according to legal requirements prior to ceremonies
- Accurately recording any changes on the marriage schedule
- Collecting and delivering all legal paperwork to from office for ceremonies
- Liaising with the SR on duty to ensure the legality of ceremony
- Liaising with venue to ensure all requirements for a legal ceremony are met
- Meticulous attention to detail at all times as a single spelling mistake will mean either RBWM or the couple paying at least £90 to get it corrected

Standard accountabilities/responsibilities that apply to all council staff or specific groups are set out in the Employee Handbook, these include:

- Corporate management
- Information governance compliance
- Whistleblowing
- General Safeguarding Statement
- Project and work management
- Working in a team
- Risk management including Health & Safety
- Business continuity
- Equality of Opportunity
- Our corporate values
- Budget management
- Specific responsibilities for managers.

Local operating procedures and specific activities/tasks will be supplied by the service.

Person specification

Key Criteria	Essential	Desirable	How assessed
Qualifications and training	<p>Good standard of education</p> <p>NVQ Level 1 or appropriate experience</p>	Previous work experience in the Registration Service	Information declared on application form
Job Competence summary (knowledge, skills, abilities, experience)	<p>Able to act unsupervised and on own initiative</p> <p>Organisation and planning skills</p> <p>Ability to carry out duties professionally but with compassion</p> <p>Clear handwriting</p> <p>Meticulous attention to detail</p> <p>Excellent Customer service skills</p> <p>Understanding and commitment to the principals of equality and diversity</p> <p>Completely reliable and punctual</p> <p>Ability to work at short notice</p>	<p>Knowledge about the Registration Service and related legislation</p> <p>Public speaking experience</p>	Interview answers, reference from previous job
Other requirements (eg unsocial hours working, driving licence, fit to drive Council vehicle etc)	<p>Clean driving licence and own vehicle available for use</p> <p>Use of Pool cars or use own vehicle insured for business use</p> <p>Enhanced DBS check</p>		
Politically restricted post	No		

<p>This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the council's English language fluency standard applies.</p>	<p>The ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time.</p>		<p>The competent answering of interview questions in English.</p>
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