



## Role Description

Post Title:	Registration and Ceremonies Officer
Post Number:	Various
Directorate:	Corporate Services
Department:	Legal and Governance
Grade:	SCP 12 – 17
Reports To:	Team Manager Registration Services and Senior Registration Services Officer

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## Purpose

To provide a first-class professional Registration Service for St Helens to fully meet the needs of its customers. Act as Deputy Superintendent Registrar and Deputy Registrar of Births, Deaths and Marriages in accordance with current legislation.

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## Responsibilities & Outcomes

1. Have a personal responsibility to maintain a working knowledge of the regulations of the GRO registration Handbooks, circulars and other instructions together with Council procedures.
2. Become and remain fully competent in the use and day to day maintenance of the range of computer applications used by the Registration Service, its customers and its business partners and undergo refresher courses or training for new elements as necessary.
3. Deputise for the Registrar of Births & Deaths in the accurate registration of births, still births and deaths in St Helens according to the various Acts and Regulations governing the Registration Service.
4. Capture information from death registrations for the Tell Us Once Service and issue the corresponding unique number to the customer.
5. Report any offences as set out in the Managing Data Handbook for registration officers to the relevant authorities including the Police, Home Office, Safeguarding, Fraud Teams as appropriate.
6. Ensure registrations are corrected according to legislation, the correct fee is collected and all confidential papers relating to a correction are securely stored in accordance with GDPR & Public Protection and Counter Fraud requirements.
7. Keep safe any mobile device, token or access card which you have responsibility for when on duty;

8. Deputise for the Registrar of Marriages in relation to civil marriages, civil partnerships and conversions at the Register Office and at a range of approved venues, at the residences of housebound and detained persons and any other premises approved for ceremonies within St Helens Council area and complete checklists at Approved Premises to ensure full compliance with all statutory requirements functions.
  9. Deputise for the Superintendent Registrar in the conduct of marriage and civil partnership ceremonies ensuring that all duties are completed in accordance with statute, complete the attestation of notices of marriage and civil partnership registrations, publish notices, issue certificates and make all the necessary arrangements for the subsequent ceremonies to take place.
  10. Maintain and keep safe any stock of certificates, ensure proper use and distribution according to current legislation and the accounting procedures in place at the Register Office and those set out by GRO regulations when deputising for RBD/SR.
  11. Advise the public on statutory requirements related to the registration of marriages and civil partnerships to ensure that timely, accurate and appropriate information is provided.
  12. Maintain the Registration Service's website pages ensuring accuracy and up to date information is available to the public.
  13. Arrange Citizenship ceremonies, book venues and appropriate refreshments, liaise with the Home Office, process invoices and keep safe certificates.
  14. Process requisitions for goods and services, receipt and process invoices using appropriate systems.
  15. Assist members of the public in general searches at the Register Office and collect the appropriate fee.
  16. Carry out a full range of administrative services offered through the general office and strong room including certificate issuing, post book, post and reception work, booking appointments, indexing of records, dealing directly with members of the public in person, by email or over the phone, and handling payments online or in person including the reconciliation of all transactions.
  17. Work flexibly and out of hours as required to complete a Registrar General's licence for marriage or civil partnership, taking emergency notices, conducting and registering the event, the issue of form 9 for Jewish or Muslim faith burials or any other registration duty.
  18. Be accountable in accordance with council Financial Regulations and GRO procedures, including collection of fees, cash handling, debit card processing and banking arrangements.
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## Relationships

Within the organisation

- Chief Executive and the Executive Leadership Team
- Leader and Relevant Portfolio Holders
- Elected Members
- Trade Union representatives
- Bereavement Services

- Council's Tell Us Once Service

At a borough level

- Venues licensed for ceremonies
- Clergy and Authorised Persons
- Funeral Directors
- GP surgeries
- Coroner's Office
- Local Hospice

At a regional level

- GRO
- Adjacent Local Authorities
- North West Regional Managers Network
- Local Registration Services Association.

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## Generic responsibilities

- To contribute to ensuring the function's business targets are met, in accordance with best practice, to agreed specification, and with full compliance with health, safety, professional standards, statutory and other relevant legislation.
- To work collaboratively with Council colleagues as and when required.
- To behave in accordance with St Helens accountabilities framework and the Council's Code of Conduct a fundamental aspect of which is the "Seven Principles of Public Life".
- To comply with the Council's Policy Framework.
- To undertake training and development as required.

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**This post is not subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Date Prepared: March 2023**