

JOB DESCRIPTION

Job Title	Ceremonies Officer		
Directorate	Community, Place and Economy		
Reporting to	Ceremony Officer Manager		
Grade	13		
Evaluation ref:	AG0307	Job Family ref:	
Role Purpose			
To register marriages and civil partnerships and associated duties at the Register Office, other registration offices and approved venues, and registered buildings where a registrar is required and elsewhere in Somerset in special circumstances, as determined by the County SR and County RBD.			
Accountabilities			
<p>Key performance areas</p> <p>Register marriages and civil partnerships and associated duties at the Register Office, other registration offices and approved venues, and registered buildings where a registrar is required and elsewhere in Somerset in special circumstances.</p> <p>Ensure that the legal preliminaries for a civil marriage have been correctly conducted, by checking and examining the accuracy and validity of marriage authorities, checking places of worship and approved premises hold the appropriate license, to witness the marriage ceremony, complete the Register with appropriate details, verify and countersign. Issue marriage certificate.</p> <p>Ensure that the legal preliminaries for a civil partnership have been correctly conducted by checking and examining the accuracy and validity of the civil partnership schedule. Checking places of worship and approved premises hold the appropriate license. Register the civil partnership on RON and issue the civil partnership certificate.</p> <p>Conducting statutory civil marriage and civil partnerships ceremonies within Somerset Register Office, any registration office or approved premise and other places in special circumstances.</p> <p>Assist the County SR/County RBD to ensure internal procedures are followed to enable consistent working practices across the service.</p> <p>Accurately record, with local authority approved mechanisms, and account for cash, cheques and card transactions in receipt of services delivered, and secure certificate usage.</p> <p>Maintain a working knowledge of the regulations within the GRO Registration Handbook, statutory instruments, GRO circulars and County Council policy and procedures.</p>			

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Non-statutory associated work includes Citizenship ceremonies, Welcome Ceremonies, Renewal of Vows and any other further ceremonial developments.

Responsible for the safe and secure handling of statutory and certified Stock, and the custody of current registers and all other records and documents for the County, in liaison with Line Managers and County SR and County RBD per office.

Deal tactfully and discreetly with Approved Premise staff, the clergy, professional organisations and the general public, ensuring a high level of professionalism, customer care and satisfaction.

Assist with the promotion of all ceremonies undertaken by Somerset Registration Service.

Responsible for the opening and closing of Registration Offices as required.

Responsible for all registration activities regardless of working in a team environment or lone working as part of a more dispersed team.

Participate in the performance management/appraisal process.

Undertake other duties to assist the management team.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Previous knowledge of the legal procedures associated with the Registration Service.		X
Experience		
Experience of public speaking.	X	
Experience of working with the public in a frontline environment.	X	
Previous administration/clerical experience.	X	
Use of Microsoft Office Applications.	X	
Experience of following prescriptive processes in a consistent manner whilst dealing with exacting legal procedures.	X	
Experience of being in control of large groups of people.	X	
Experience of conducting ceremonies.		X

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Previous experience of working in a Registration Service.		X
Working in an environment of change.		X
Qualifications / Registrations / Certifications		
Grades 9-4 (A*-C)/Level 4 in English and Maths or Functional Skills Level 2 in English and Maths or equivalent.	X	
IT qualification such as ECDL or equivalent.		X
Skills		
Ability to retain concentration whilst performing detailed work accurately and within set timescales.	X	
Excellent customer care skills.	X	
Clear, legible handwriting.	X	
Excellent personal organisational skills.	X	
Confident and able to take control of a situation.	X	
Ability to remain calm in challenging situations.	X	
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).	X	
Working Conditions		
Dimensions of the role		
<p>Contacts & Relationships</p> <p>Regular contact with the General Public, Approved Premise staff, Clergy, Ministers of Religion in order to perform the ceremonies and give advice, as necessary. All registration staff internal and external to the County.</p> <p>On occasions, as required to seek advice or information from the General Register Office, Somerset County Council staff, and SCC partners.</p>		

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Resources

Somerset Registration Service conducts approximately 2000 ceremonies across the County annually. The majority of ceremonies are Marriage ceremonies and require two members of staff to attend, with only approximately 50 civil partnership ceremonies and 30 non-statutory ceremonies taking place each year, which only require the attendance of one member of staff.

Account for cash and cheques received for the service.

Working Arrangements

Somerset Council's Dynamic Working Strategy will be applied to this position.

Corporate Accountabilities

Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: