



## ROLE DESCRIPTION

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| <b>Role title</b>  | Ceremonies Officer   |                       |  |
| <b>Directorate</b>   | Regulatory & Operational   |                       |  |
| <b>Reporting to</b>  |  |                       |  |
| <b>Grade</b>   | 13   |                       |  |
| <b>Evaluation ref</b>  | AG0307   | <b>Job Family ref</b> |  |
| <b>Role Purpose</b>  |  |                       |  |
| 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. |  |                       |  |
| <b>Key results area</b>  | <b>Accountability</b>  |                       |  |
| Key performance areas  | <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> |                       |  |



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|   | <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> <p>Non-statutory associated work includes Citizenship ceremonies, Welcome Ceremonies, Renewal of Vows and any other further ceremonial developments.</p> <p>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.</p> <p>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.</p> <p>Assist with the promotion of all ceremonies undertaken by Somerset Registration Service.</p> <p>Responsible for the opening and closing of Registration Offices as required.</p> <p>Responsible for all registration activities regardless of working in a team environment or lone working as part of a more dispersed team.</p> <p>Participate in the performance management/appraisal process.</p> <p>Undertake other duties to assist the management team.</p> |
| Corporate Responsibilities                        | <p>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.</p>   |
| <b>Qualifications/Knowledge/Experience/Skills</b> |   |
| <b>Qualifications – Essential</b>                 |   |



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Grades 9-4 (A\*-C)/Level 4 in English and Maths or Functional Skills Level 2 in English and Maths or equivalent.

### **Qualifications – Desirable**

IT qualification such as ECDL or equivalent.

### **Knowledge/Experience/Skills - Essential**

Experience of public speaking.

Experience of working with the public in a frontline environment.

Previous administration/clerical experience.

Use of Microsoft Office Applications.

Experience of following prescriptive processes in a consistent manner whilst dealing with exacting legal procedures.

Experience of being in control of large groups of people.

Ability to retain concentration whilst performing detailed work accurately and within set timescales.

Excellent customer care skills.

Clear, legible handwriting.

Excellent personal organisational skills.

Confident and able to take control of a situation.

Ability to remain calm in challenging situations.

Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016)

### **Knowledge/Experience/Skills – Desirable**

Experience of conducting ceremonies.

Previous experience of working in a Registration Service.

Working in an environment of change.

Previous knowledge of the legal procedures associated with the Registration Service.

### **Dimensions of Role**

#### **Contacts & Relationships**

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.

On occasions, as required to seek advice or information from the General Register Office, Somerset County Council staff, and SCC partners.

#### **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



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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.

### **Notes**

|                       |  |
|-----------------------|--|
| Working conditions:   |  |
| Working arrangements: |  |

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The Registration of Births, Deaths and Marriages Regulations 1968

Disqualifications for appointment

No person shall be qualified for appointment –

(a) to any registration office –

(i) if he has been declared bankrupt and has not subsequently obtained his discharge, or he is the subject of a bankruptcy restrictions order or an interim order, or if he has made any composition or arrangement with his creditors and has not subsequently paid his debts in full or obtained a certificate of discharge;

(ii) not used

(iii) if he is, or has been during the 12 months preceding the date on which the appointment is to take effect, a member of the council or of a committee of the council having duties in relation to the appointment of registration officers;

(iv) if he holds any office as authorised person, secretary (for marriages) of a synagogue or registering officer of the Society of Friends;

(v) if he is a minister of religion, a medical practitioner, a midwife, an undertaker or other person concerned in a burial or cremation business, a person engaged in any business concerned with life insurance, or a person engaged in any other calling which would conflict with or prevent the proper performance in person of the duties of the office for which he is a candidate;

(vi) if he is an officer or servant of the council appointed by them as the proper officer;

(b) as superintendent registrar, if he holds office as a registrar;

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(c) as registrar, if he holds office as a superintendent registrar or is a coroner or is an officer or servant of a local authority employed by them in the performance of duties relating to their functions as a burial authority.