

Registrar

Department: Justice and Home Affairs

Section: Office of Superintendent Registrar

Reports to: Deputy Superintendent Registrar

JE Ref: JHA1148

Grade: CS07

JE Date: 15/01/2024

Job purpose

Reporting to the Deputy Superintendent Registrar, and as part of the Registration Team, the post holder will administer the registration of standard births and deaths as well as administer the legal applications for marriage, civil partnership, Certificates of No Impediment and conversions to marriage/civil partnership. In addition you will administer the provision of certified copy certificates and public access to the civil registers.

You will ensure you administer all functions in accordance with statutory requirements and policies and guidelines laid down by the Superintendent Registrar.

You will ensure that registration services are delivered in a legally compliant, professional, efficient, timely and cost-effective manner as well as maintaining the high standards of customer services expected within the Government of Jersey.

Job specific outcomes

1. Administers standard birth and death registrations including to ensure that all supporting documentation and applications have been made in compliance with legal requirements and policies and if not to refer the matter to the Superintendent Registrar.
2. Administers standard marriage, civil partnership, conversion to marriage/civil partnership and Certificate of No Impediment applications, including interviewing applicants, and to ensure that all supporting documentation and applications have been made in compliance with legal requirements and policies and if not to refer the matter to the Deputy Superintendent Registrar.
3. Provides basic advice to members of the public and professional stakeholders relating to all standard applications to the Office of the Superintendent Registrar.
4. Administers the provision of certified copy certificates, including making searches of the registers, translating French content where required, writing out/completing appropriate legal documentation and ensuring all copy certificates pass through appropriate checks before certification.

5. Administers the provision to the general public of access to the registers (where not classified) and ensures the non-provision to the general public of classified and protected registrations.
6. Administers the booking of the Ceremony Room at the Office of the Superintendent Registrar, including providing advice and responding to questions and issues relating to the solemnisation of statutory ceremonies and terms and condition of use of the Ceremony Room.
7. Advises customers and responds to questions and issues relating to the legal preliminaries and solemnisation of statutory ceremonies.
8. Administers the booking of appointments for all aspects of services provided by the Office of the Superintendent Registrar
9. Deals promptly with any corrections to registers that are required and according to the law by referring them directly to the Superintendent Registrar.
10. Takes responsibility for having a good working knowledge of the statutory requirements and policies of the Superintendent Registrar.
11. Takes responsibility for ensuring that all statutory processes are followed and to receipt monies received for all statutory processes and applications.

Statutory responsibilities

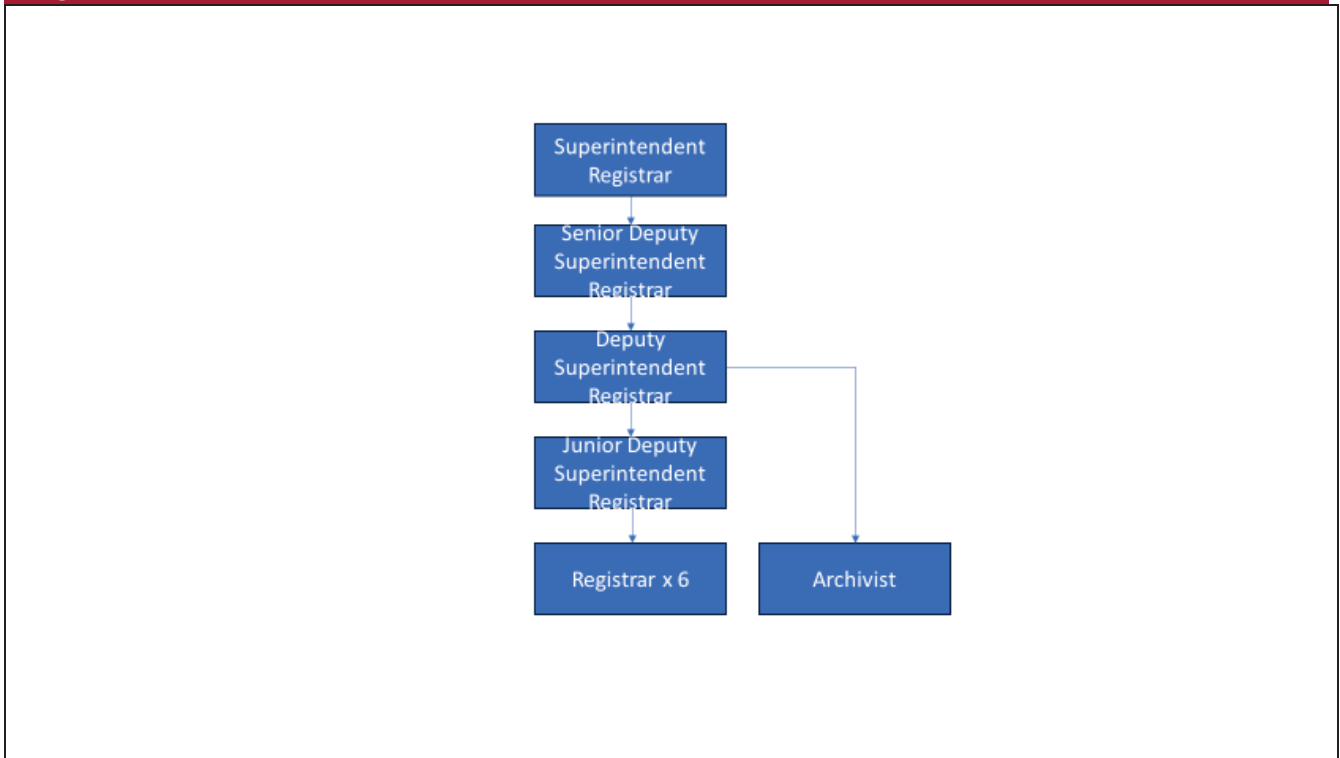
Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications Please state the level of education and professional qualifications and / or specific occupational training required.	GCSE's or equivalent qualifications or work experience	

<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g., the understanding of a defined system, practice, method, or procedure).</i></p>	<p>Knowledge of archival and records management systems, practices and understanding of the preservation of paper and digital records</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g., language fluency, vehicle license etc.</i></p>	<p>Ability to read French Palaeography skills</p>	<p>Driving licence</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent communication skills (verbal and written)</p> <p>Ability to work to high standards and demonstrate attention to detail.</p> <p>Very organised and self-motivated</p> <p>Ability to work independently, without direction</p> <p>A team player</p> <p>Strong interpersonal skills</p> <p>Ability to build and maintain relationships.</p> <p>An interest in history of the Island</p> <p>Ability to withstand significant and unanticipated pressure and challenge in a manner which demonstrates high standards of integrity and resilience.</p> <p>Be able to deal tactfully and discreetly with members of the public from a wide range of backgrounds and cultures, including in emotional circumstances.</p>	

<p>Experience <i>This is the proven record of experience and achievement in a field, profession, or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of working in a customer facing environment.</p> <p>Experience of working with paper and digital records.</p> <p>Experience of using databases</p>	
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Personal Attributes

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.