

Superintendent Registrar Service Manager – Grade 13

Job purpose

This role falls within the Access Strategy and Delivery Service, whose vision is to widen access, increase involvement and make it easier for people to get involved. The purpose of the service is to provide choice and opportunity, growth and challenge, empowerment, and enjoyment for all of our communities. We have a culture of being outward looking, inclusive and visionary.

The Superintendent Registrar/Service Manager has three main areas of responsibility these include Statutory Registration, Non-statutory Registration and Management.

This role is based within Adults and Health. Find out more about [working for Kirklees](#).

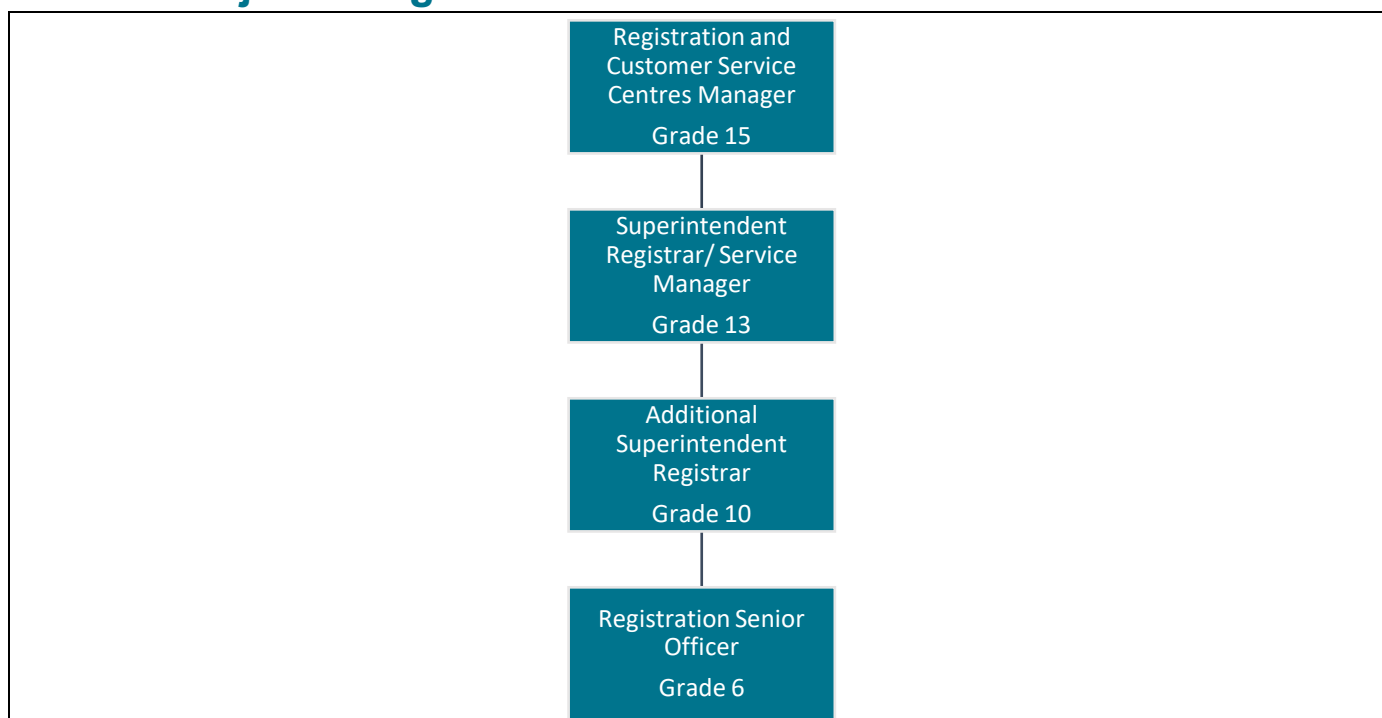
Key areas of responsibility

- You will have responsibility to ensure that all statutory duties are performed in accordance with relevant legislation; regulations and instructions issued by the Registrar General.
- The processes for entry and display of notices of intention to marry are carried out for arrangement and performance of all civil marriage ceremonies at the Register Offices and other approved venues within Kirklees.
- You will be expected to take custody of and maintain completed registers of births, deaths, and marriages and to compile and maintain annual indexes for all registrations made within Kirklees, ensuring searches in indexes and copy certificates are issued from deposited registers.
- In addition, it will be your responsibility to ensure that quarterly returns of births, deaths and marriages from all Registrars and from all other organisations within Kirklees holding marriage registers are received, checked and recorded; to effect corrections/amendments to deposited registers and refer to the Office of National Statistics if necessary; to collect a quarterly return of all registered marriages from religious organisations holding marriage registers and to arrange for the compilation of the annual index of all births, deaths and marriages registered each year.
- As part of the role the Superintendent Registrar/Service Manager will receive and account for all fees in the prescribed manner, including fees paid in advance of weddings at approved buildings; reconciliation and accounting procedures must be in accordance with the Proper Officer's instructions; arrangements for the preparation of the annual account of all fees received and rendition to the Registrar General and ensure all registration documents/certificates are secure and accountable.
- You have the responsibility for ensuring that civil partnership ceremonies are arranged and undertaken at the Register Offices and other approved venues within Kirklees in line with Government requirements and are responsible for approving buildings as venues for civil ceremonies; to give advice to and process applications from organisations seeking approval of buildings for civil marriages; to liaise with other KC departments and outside agencies to establish suitability of venues. In addition, you will issue the approval/refusal document and maintain a register of all approved buildings whilst ensuring that civil ceremonies only take place

in venues with valid current approval and attend KC appeal hearings where a venue appeals against refusal to approve.

- You will further lead on the delivery and administration of the Tell Us Once service. You will liaise with partners and networks to maximise all income generation opportunities within Registration.
- Additionally, you will be responsible for budgets ensuring adequate provision of the prescribed services and approve and monitor expenditure within approved budgets.
- In fulfilling this role, you will provide effective management to the team including recruitment, training and development, and you will encourage, support and guide team members on operational issues. You will need to be approachable and able to develop the trust of staff and colleagues and display fairness in decision making. You will ensure the monitoring of service performance against targets and produce reports as required. You will be responsible for implementation of organisational HR policies and personnel administration in accordance with service requirements and maintain records in accordance with approved procedures. You will also lead on modernisation and change in collaboration with the Proper Officer.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Knowledge of a range of services offered and delivered in a Registration Service.	Essential
Experience of interpreting and advising on complex matters related to legislation and policy, and ability to interpret and apply complex guidelines.	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Understanding of wider present and forthcoming Registration agendas.	Desirable
Experience of delivering and managing multiple services in a busy frontline service point.	Essential
Business process re-engineering experience to manage a developing service.	Essential
Experience of financial management, budget monitoring and revenue generation.	Desirable
Educated to degree level or equivalent experience.	Essential
Diploma in Management or demonstrable equivalent experience.	Essential
IT skills and knowledge to be able to support the continued modernisation of the service, to include proficiency in Office 365	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 3. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Customer Services	Grading ID	28000
Job ID	80101181	Last Updated	27/04/2007

Job Category	Customer Services	Grading ID	28000
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	N/A	DBS Type	N/A
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	
Checked by HR	J Drake		