

District Registrar

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Company: NMD Business

Location: Newry

Category: other-general

Job Summary

The post holder will be responsible for the management of the District Registration Service based in Downpatrick and Newry and will be required to manage all functions and staff in both offices to ensure continuity of service throughout the district. This will include the provision of a confidential, compassionate and efficient Registration Service, including the management and administration of all registration functions and activities in accordance with statutory requirements, General Register Office (GRO) policies and procedures and Council guidelines pertaining to Registration duties, whilst ensuring resources are optimised fully. The post holder will also be accountable for the accurate and safe recording of all records and money.

Hours of work

36 hours per week.

The post holder must be prepared to work outside normal office hours, including evenings, weekends, and Public and extra Statutory Holidays for which the appropriate payment will be made or time in lieu granted if relevant.

Duration of Appointment

Permanent.

Location and transferability

Location is Downpatrick or Newry.

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