

Disgrifiad Swydd

Teitl y swydd	Prif Swyddog Cofrestru a Seremonïau
Gwasanaeth	Cyswllt Cwsmeriaid
Graddfa	9
Pwynt/iau Cyflog	24 - 26
Cyflog	£35,412 - £37,280 y flwyddyn
Diben y swydd	<p>Sicrhau bod genedigaethau, marwolaethau, marw-enedigaethau, priodasau a phartneriaethau sifil yng Ngheredigion yn cael eu cofrestru'n gyfreithlon.</p> <p>Cynnal seremonïau priodas, partneriaeth sifil, dinasyddiaeth a seremonïau sifil anstatudol eraill yn y Swyddfa Gofrestru, safleoedd cymeradwy a lleoliadau eraill ledled Ceredigion.</p> <p>Sicrhau y cofnodir yn amserol yr holl ddigwyddiadau cofrestru a gynhelir o fewn y rhanbarth, i gwrdd â'r gofynion statudol, a'r dangosyddion perfformiad allweddol a osodir yn genedlaethol gan y Cofrestrydd Cyffredinol ac yn lleol gan y Cyngor.</p> <p>Ardystio hysbysiadau cyfreithiol o briodasau a phartneriaethau sifil.</p> <p>Bod yn gyfrifol am gyflwyno dogfennau cyfreithiol a bod yn atebol am yr holl stoc a ddefnyddir.</p> <p>Bod yn atebol am y ffioedd a dderbynnir wrth gyflawni dyletswyddau cofrestru a dathliadol.</p> <p>Dirprwyo dros y Cofrestrydd Arolygol yn ôl y gofyn.</p> <p>Cyflawni dyletswyddau proffesiynol statudol eraill sy'n gysylltiedig â chofrestru sifil.</p> <p>Darparu gwasanaeth effeithiol ac effeithlon sy'n canolbwyntio ar y cwsmer.</p>
Lleoliad	<p>Canolfan Rheidol, Aberystwyth yn bennaf.</p> <p>Fodd bynnag, bydd gofyn i ddeiliad y swydd fynychu Swyddfa Gofrestru Aberaeron yn ogystal a lleoliadau sydd wedi'u cofrestru ar gyfer priodasau a phartneriaethau sifil, eglwysi a chapeli ledled y rhanbarth yn rheolaidd, Bydd gofyn mynychu manau preswyllo pobl sy'n gaeth i'r tŷ neu sydd â salwch angheuol a lleoliadau eraill fel bo angen.</p>
Oriau gwaith	37 awr
Math o gontract	Llawn-amser
Hyd y contract	Parhaol
Teitl swydd y Rheolwr Llinell	Cofrestrydd Arolygol a Rheolwr y Gwasanaeth Cofrestru

<p>Cyfrifoldebau goruchwylio/rheoli</p>	<p>Sicrhau bod pob dirprwy yn cyflawni ei ddyletswyddau yn unol â'r statud.</p> <p>Rhoi hyfforddiant a chymorth i ddirprwy swyddogion wrth iddynt gyflawni eu dyletswyddau.</p> <p>Bod yn gyfrifol am sicrhau bod yr holl enedigaethau, marwolaethau, marw-enedigaethau, priodasau a phartneriaethau sifil yng Ngheredigion yn cael eu cofrestru'n gywir ac yn amserol.</p> <p>Bod yn gyfrifol am gyfeirio staff a phennu llwyth gwaith y staff.</p> <p>Bod ynghlwm â rhedeg a rheoli'r Gwasanaeth Cofrestru o ddydd i ddydd.</p>
<p>Atebolrwydd</p>	<p>Yn atebol i'r Awdurdod Lleol fel un o weithwyr yr Awdurdod Lleol yn ogystal â'r Swyddfa Gofrestru Cyffredinol fel Swyddog Cofrestru Statudol.</p> <p>Ymgymryd â'r holl ddyletswyddau yn unol â'r canllawiau a'r ddeddfwriaeth ddiffiniedig, gan gynnwys y cymwyseddau a ddiffiniwyd ar gyfer swyddogion cofrestru gan y Cofrestrydd Cyffredinol, gan gadw at y Cod Ymarfer a'r Canllaw Ymarfer Da ar gyfer Swyddogion Cofrestru, a pholisïau a gweithdrefnau'r awdurdod lleol.</p> <p>Gall y swydd ddatblygu yn sgil newidiadau i arferion gwaith ac i gwrdd â blaenoriaethau'r gwasanaeth, a gall y dyletswyddau newid i raddau rhesymol.</p>
<p>Y telerau contractiol sy'n gysylltiedig â'r swydd</p>	<p>Bydd angen Gwiriad Safonol gan y Gwasanaeth Datgelu a Gwahardd (DBS) ar gyfer y swydd hon.</p>

Mae'r prif ddyletswyddau a thasgau'n cynnwys:

Genedigaethau, marwolaethau a marw-enedigaethau

- Cofrestru pob genedigaeth, marwolaeth a marw-enedigaeth o fewn rhanbarth cofrestru Ceredigion mewn modd amserol a chywir, a chyflawni pob dyletswydd cysylltiedig i gwrdd â'r gofynion statudol a'r dangosyddion perfformiad allweddol.
- Pan fo'n briodol a phan fo'n statudol ofynnol, rhoi gwybod i'r Crwner am rai marwolaethau ar gyfer ymchwilio pellach, a derbyn y dogfennau priodol gan y Crwner cyn cofrestru yn yr achosion hyn.
- Cyhoeddi'r holl dystysgrifau a dogfennau perthnasol a gofynnol yn dilyn y cofrestru.
- Cyflawni dyletswyddau sy'n gysylltiedig â chofrestru digwyddiadau'n hwyr.
- Gweithredu'r system Dywedwch Wrthym Unwaith ar ran yr Adran Gwaith a Phensiynau.
- Pan fydd y rheoliadau'n caniatáu hynny, rhoi gwybod i'r cyrff priodol a darparu hysbysiadau ar ôl cofrestru i Grwneriaid, y Swyddfa Gofrestru Gyffredinol, y Swyddfa Gartref, yr Awdurdod Lleol a chyrff priodol eraill.
- Delio ag ymholiadau a chynghori mewn perthynas â'r uchod, gan gynnwys cywiriadau cymhleth ac ail-gofrestrïadau.

Priodas, Partneriaeth Sifil a seremonïau eraill

- Cynnal neu gofrestru seremonïau priodas sifil a phartneriaeth sifil yn y Swyddfa Gofrestru, safleoedd cymeradwy, lleoliadau eraill trwyddedig, eglwysi a chapeli, ac ym manau preswyllo pobl sy'n gaeth i'r tŷ neu sydd â salwch angheuol.
- Ardystio hysbysiadau cyfreithiol priodas neu bartneriaeth sifil a chwblhau'r holl brosesau statudol a gweinyddol cysylltiedig.
- Cadw atodlenni, tystysgrifau a dogfennau'n ddiogel wrth deithio o'r swyddfa i leoliad y seremoni.
- Cyhoeddi tystysgrifau priodas neu bartneriaeth sifil ar ôl y cofrestrïad.
- Bod ar gael ar fyr rybudd i ddelio â phob agwedd, gan gynnwys trefnu a chynnal priodas neu bartneriaeth sifil drwy Drwydded Cofrestrydd Cyffredinol (seremoni salwch angheuol).
- Cynnal seremonïau anstatudol gan gynnwys seremonïau enwi ac adnewyddu addewidion.
- Ymgymryd â'r holl drefniadau a defodau angenrheidiol i drosi partneriaeth sifil yn briodas yn unol â'r Deddfau perthnasol.
- Darparu cymorth gweinyddol i'r Cofrestrydd Arolygol mewn perthynas â seremonïau Dinasyddiaeth Brydeinig, cynnal seremonïau o'r fath a chyhoeddi tystysgrifau yn unol â chyfarwydddebau'r Swyddfa Gartref.
- Cwblhau tasgau gweinyddol a gwneud yr holl drefniadau angenrheidiol ar gyfer seremonïau priodas, partneriaeth sifil a seremonïau eraill.
- Ymgymryd ag unrhyw ddyletswyddau eraill yn ôl cais y Cofrestrydd Arolygol / Uwch Gofrestrydd Partneriaethau Sifil.

Gofalu am gofnodion, stoc a ffioedd

- Bod yn gyfrifol am gadw cofrestrau, stoc sydd/nad oes angen ei ddiogelu, ffurflenni, tystysgrifau a dogfennau cofrestru eraill yn ddiogel, a chadw cyfrinachedd cofnodion o'r fath.

- Rhoi cyfrif i'r Cofrestrydd Arolygol a'r Cofrestrydd Cyffredinol am yr holl stoc a gyhoeddwyd, a ddifethwyd, ac sydd mewn llaw, a chadw at yr arferion lleol a'r canllawiau statudol perthnasol.
- Casglu a pharatoi cyfrifon manwl am yr holl ffioedd a dalwyd am wasanaethau cofrestru a dathlu.
- Archwilio a pharatoi copïau o'r cofnodion yn y cofrestrau a'u cyflwyno i'r Cofrestrydd Arolygol bob chwarter.

Gwaith Dirprwyo

- Dirprwyo dros y Cofrestrydd Arolygol / Uwch Gofrestrydd Partneriaethau Sifil yn ôl y gofyn.

Gwneud copïau o dystysgrifau a chwiliadau hanes teulu

- Cynorthwyo i gofnodi, prosesu a delio'n effeithlon â cheisiadau ac ymholiadau, gan gynnwys cyhoeddi copïau ardystiedig o enedigaethau, marwolaethau, priodasau, partneriaethau sifil a marw-enedigaethau o gofrestrau.
- Cynnal chwiliadau o'r cofrestrau sydd dan ofal y Cofrestrydd Arolygol i nodi cofnodion hanesyddol.

Dyletswyddau eraill

- Bod ar gael i weithio ar ddydd Sadwrn, dydd Sul a gwyliau banc ar sail rota rheolaidd yn ddibynnol ar ofynion y gwasanaeth.
- Bod yn gyfrifol, ar rota, am ffôn brys swyddfa'r Gwasanaeth Cofrestru y tu allan i oriau swyddfa.
- Gweithredu fel Rheolwr Data yn unol â Deddf Diogelu Data 1998.
- Bod yn gyfrifol am waith Swyddog Cyswllt y Safleoedd Cymeradwy ac am asesu a chynghori ar faterion trwyddedu cymhleth y safleoedd cymeradwy.
- Sicrhau cadw at rheoliadau sy'n caniatáu mynediad cyfreithlon at system gofrestru ar-lein RON.
- Gweithredu fel Gweinyddydd Lleol system gyfrifiadurol RON.
- Mynychu hyfforddiant priodol fel bo angen ar gais y Cofrestrydd Arolygol.
- Astudio rheoliadau, llawlyfrau, cylchlythyrau a chyfarwyddiadau eraill a'u rhoi ar waith, a meddu ar wybodaeth drylwyr o'r statudau a'r canllawiau cyfreithiol perthnasol sy'n gysylltiedig â chofrestru.
- Bod yn gyfrifol ar y cyd â'r Cofrestrydd Arolygol am ddehongliad lleol a gweithrediad deddfwriaeth a chanllawiau'r Swyddfa Gofrestru Cyffredinol.
- Cyfrannu at ddatblygiad y Gwasanaeth Cofrestru a chynorthwyo i ddylunio newidiadau a gwelliannau i ddarpariaeth ac arferion gwaith y gwasanaeth.
- Darparu'r gwasanaeth drwy wahanol gyfryngau (ar-lein, wyneb yn wyneb, dros y ffôn) ac addasu i ddulliau newydd fel bo angen.
- Cyflawni a chynorthwyo gydag unrhyw ddyletswyddau a thasgau gweinyddol eraill a all gael eu pennu'n rhesymol i'r swydd gan y Cofrestrydd Arolygol a'r Swyddog Priodol.

Manyleb Personol

Hanfodol		
Cymwysterau academaidd / proffesiynol / technegol / galwedigaethol	<ul style="list-style-type: none"> Addysg hyd at lefel gradd / HND/ HNC neu dair blynedd o brofiad perthnasol mewn Gwasanaeth Cofrestru, ac NVQ4 mewn rheolaeth neu o leiaf tair blynedd o brofiad goruchwylio/rheoli. 	
Sgiliau Saesneg	<p>Gwrando/Siarad: Lefel 5</p> <p>Darllen: Lefel 5</p> <p>Ysgrifennu: Lefel 5</p>	Rhaid i ddeiliad y swydd fodloni'r sgiliau Saesneg gofynnol ar adeg ei benodi/phenodi.
Sgiliau Cymraeg	<p>Gwrando/Siarad: Lefel 5</p> <p>Darllen: Lefel 5</p> <p>Ysgrifennu: Lefel 5</p>	Rhaid i ddeiliad y swydd fodloni'r sgiliau Cymraeg gofynnol ar adeg ei benodi/phenodi.
Sgiliau ymarferol a phersonol gofynnol	<ul style="list-style-type: none"> Sgiliau llafar ac ysgrifenedig ardderchog. Sgiliau siarad cyhoeddus ardderchog a'r gallu i gyflwyno a chyfathrebu'n hyderus â niferoedd mawr a grwpiau amrywiol o bobl. Y gallu i weithio'n hyblyg, gan gynnwys ar ddydd Sadwrn, dydd Sul a gwyliau banc ar rota rheolaidd, ac fel bo'n ofynnol yn ôl anghenion y gwasanaeth. Sgiliau trefnu ardderchog. Cywirdeb a sylw i fanylder. Y gallu i ddelio â phobl broffesiynol ac aelodau'r cyhoedd mewn ffordd effeithiol ac effeithlon. Y gallu i ddehongli, gwerthuso a dadansoddi gwybodaeth yn gyflym ac yn gywir. Y gallu i weithio ar flaengaredd eich hun, gan reoli a blaenoriaethu eich llwythi gwaith eich hun. Y gallu i weithio'n dda ar eich liwt eich hun ac fel aelod o dîm. Gonestrwydd a'r gallu i gadw gwybodaeth gyfrinachol. Sgiliau TG ardderchog a hyfedredd yn defnyddio pecynnau meddalwedd cyfrifiadurol cyffredin (Word, Outlook ac ati). Y gallu i addasu i wahanol rolau'n gyflym ac yn effeithlon ac ymateb yn bositif i newidiadau i'r amgylchedd gwaith. Yn brydlon, yn frwdfrydig ac yn llawn cymhelliant. 	

	<ul style="list-style-type: none"> • Trwydded yrru DU lawn, lân a defnydd o gerbyd sydd wedi'i yswirio at ddibenion busnes/gwaith i deithio ledled Ceredigion.
Profiad gofynnol	<ul style="list-style-type: none"> • Gweithio o fewn amgylchedd sy'n delio â chwsmeriaid, gan ddarparu gofal cwsmeriaid o ansawdd da a gwasanaeth ardderchog. • Ymgymryd â dyletswyddau a chyfrifoldebau yn unol â rheoliadau a chanllawiau. • Y gallu sicr i hyfforddi, cefnogi a mentora staff newydd a darparu hyfforddiant parhaus i'r staff presennol. • Profiad o oruchwylio gwaith eraill • Profiad ariannol gan gynnwys cyfrifo ffioedd yn ddyddiol.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<ul style="list-style-type: none"> • Hyfforddiant mewn perthynas â'r gyfraith a'r weithdrefn gofrestru i'w gytuno ar adeg penodi.

Dymunol	
Cymwysterau / hyfforddiant	<ul style="list-style-type: none"> • Yn meddu ar y Cymhwyster Cenedlaethol ar gyfer Swyddogion Cofrestru.
Sgiliau ymarferol / personol	<ul style="list-style-type: none"> • Profiad o weithio mewn Swyddfa Gofrestru. • Y gallu i ddefnyddio rhaglen fusnes ar y we (Cofrestru ar-lein). • Profiad o Lywodraeth Leol. • Gwybodaeth dda o ranbarth cofrestru Ceredigion.

Job Description

Post Name	Principal Registration and Ceremonies Officer
Service	Customer Contact
Grade	9
Spinal Point/s	24 - 26
Salary	£35,412 - £37,280 per annum
Job Purpose	<p>Ensure the lawful registration of births, deaths, still-births, marriage and civil partnerships occurring in Ceredigion.</p> <p>Conduct marriage, civil partnership, citizenship and other non-statutory civil ceremonies in the Register Office, approved premises and other venues throughout Ceredigion.</p> <p>Ensure the timely and accurate recording of all registration events that take place within the district to meet statutory requirements and key performance indicators set nationally by the Registrar General and locally by the Council.</p> <p>Attest legal notices of marriage and civil partnership.</p> <p>Be responsible for issuing legal documents and account for all stock used.</p> <p>Account and be responsible for all fees received when discharging registration and celebratory duties.</p> <p>To deputise for the Superintendent Registrar as and when required.</p> <p>Carry out other professional statutory duties associated with civil registration.</p> <p>Provide an efficient, effective and customer-focussed service.</p>
Location	<p>Based at Canolfan Rheidol, Aberystwyth.</p> <p>However, the post holder will be required to regularly attend the Aberaeron Registration Office in addition to licensed civil marriage and civil partnership venues, churches and chapels throughout the district. Attendance at the residence of housebound or terminally ill people and other venues will be required as necessary.</p>
Hours of Work	37 hours
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Superintendent Registrar and Registration Service Manager

<p>Supervisory/Managerial Responsibilities</p>	<p>Ensure that all deputies carry out their duties according to statute.</p> <p>Provide training and support to deputy officers in the course of their duties.</p> <p>Responsible for ensuring that all births, deaths, still-births and marriages occurring within Ceredigion are registered in an accurate and timely manner.</p> <p>Responsible for the deployment of staff and allocation of staff workload.</p> <p>Involved in the day to day running and management of the Registration Service.</p>
<p>Accountability</p>	<p>Accountable to both the Local Authority as a Local Authority employee and to the General Register Office as a Statutory Registration Officer.</p> <p>To undertake all duties in accordance with defined guidelines and legislation. Including the competences defined for registration officers by the Registrar General, adhering to the Code of Conduct and Good Practice Guide for Registration Officers and local authority policies and procedures.</p> <p>The post may develop with changing working methods and to address service priorities and the duties will be subject to reasonable change.</p>
<p>Contractual Terms Associated with the Post</p>	<p>A Standard Check by the Disclosure and Barring Service (DBS) will be required for this post.</p>

Duties and Responsibilities

Main duties and responsibilities include:

Births, Deaths and Still-births

- Undertake the timely and accurate registration of all births, deaths and still-births that occur within the registration district of Ceredigion and carry out all associated duties to meet statutory requirements and key performance targets.
- Where appropriate and when required by statute, report certain deaths to the Coroner for further investigation and receive the appropriate documentation from the Coroner before registration in those cases.
- To issue all relevant and required certificates and documentation following registration.
- To perform duties concerned with the late registration of events.
- To administer and deliver the Tell Us Once system on behalf of the Department of Work and Pensions.
- Where regulations allow, notify appropriate bodies and provide notifications following registration to Coroners, the General Register Office, Home Office, Local Authority and other appropriate bodies.
- To deal with complex enquiries on a regular basis and advise in respect of all aspects of registration work.

Marriage, Civil Partnership and other ceremonies

- Conduct or register civil marriage and civil partnership ceremonies in the Register Office, approved premises, other licensed venues, church and chapels, and at the place of residence of housebound or detained people or those terminally ill.
- Attest all types of legal notices of marriage or civil partnership and to complete all associated statutory and administrative processes.
- Ensure the safety of schedules, certificates and documentation when travelling between the office base and the ceremony venue.
- To issue certificates of marriage or civil partnership following registration.
- To be available at short notice to deal with all aspects, including arranging and undertaking a marriage or civil partnership by Registrar General's Licence (terminally ill ceremony)
- To conduct non-statutory ceremonies including naming and renewal of vows.
- To undertake all necessary arrangements and formalities to convert a civil partnership into marriage in accordance with relevant Acts.
- To provide administrative support to the Superintendent Registrar in relation to British Citizenship ceremonies, to conduct such ceremonies and issue certificates in accordance with Home Office directives.
- To complete administrative tasks and make all necessary arrangements for marriage, civil partnership and other ceremonies.
- Undertake any other duties as requested by the Superintendent Registrar / Senior Civil Partnership Registrar.

The custody of records, stock and fees

- To be responsible for the safekeeping of registers, secure and non-secure stock, forms, certificates and other registration documents and maintaining confidentiality of such records.
- To account to the Superintendent Registrar and Registrar General for all stock issued, spoilt and held in stock and adhere to the related local practices and statutory guidelines.
- To collect and prepare detailed accounts for all fees paid for registration and celebratory services.
- To examine and prepare copies of entries in the registers and submit to the Superintendent Registrar on a quarterly basis.

Deputy cover

- To deputise for the Superintendent Registrar / Senior Civil Partnership Registrar as and when required.

Copy certificates and family history searches

- To assist with the recording, processing and efficient progressing of applications and enquiries including issuing birth, death, marriage, civil partnership and still-birth certified copies from registers.
- To carry out searches of the registers in the custody of the Superintendent Registrar to identify historical records.

Other duties

- To be available to work on Saturdays, Sundays and public holidays on a regular rota basis as required by the needs of the service.
- To be responsible for the Registration Service emergency out of office hours telephone on a rota basis.
- Act as Data Controller in accordance with the Data Protection Act 1998.
- To be responsible for work undertaken by the Approved Premises Liaison Officer and for assessing and advising on complex approved premises licensing issues.
- Ensure adherence to regulations allowing legal access to the RON (Registration online) computer system.
- Act as Local Systems Administrator for the RON computer system.
- Attend appropriate training as and when requested by the Superintendent Registrar.
- To study and apply regulations, handbooks, circulars and other instructions, and to have an in depth knowledge of the relevant statutes and legal guidelines relating to registration.
- Represent the district in meetings with stakeholders and at forums outside of the Local Authority.
- To be responsible for the local interpretation and implementation of legislation and guidance from the General Register Office in conjunction with the Superintendent Registrar.
- Contribute to the development of the Registration Service and assist in designing changes and improvements to the service delivery and working practices.
- Deliver the service through different media (on-line, face to face, by telephone) and adapt to changing methods as required.
- Undertake and assist with any other duties and administrative tasks which may reasonably be assigned to the post by the Superintendent Registrar and Proper Officer.

Job Evaluation Post Ref

JD 1588-01

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> Degree level / HND / HNC and/or relevant experience within the Registration Service, and NVQ4 in management or at least 3 years in supervision and/or management. 	
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	The English linguistic skills noted are required on appointment
Welsh Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	The Welsh linguistic skills noted are required on appointment
Practical and personal skills	<ul style="list-style-type: none"> Excellent verbal and written communication skills. Excellent public speaking skills with the ability to confidently present and communicate effectively with large numbers and diverse groups of people. Must be able to work flexibly including Saturdays. Sundays and public holidays on a regular rota basis as required by the needs of the service. Excellent organisational skills. Aptitude for accuracy and attention to detail. Capable of dealing with professionals and members of the public in an efficient and effective manner. Ability to interpret, evaluate and analyse information quickly and accurately to resolve complex queries. Ability to work on own initiative, manage and prioritise own workloads. Ability to work well independently and as part of a team. High degree of integrity and ability to hold confidential information. Excellent IT skills and proficient with using software packages commonly found on office PC's (Word, Outlook etc.) Ability to adapt to different roles quickly and efficiently and respond positively to changes in the working environment. Punctual, motivated and enthusiastic. 	

	<ul style="list-style-type: none"> • Full, clean UK driving licence and the use of a motor vehicle insured for business/work purposes to travel throughout Ceredigion.
Required Experience	<ul style="list-style-type: none"> • Working in a customer orientated environment and providing high quality customer care and excellent service delivery. • Undertaking duties and responsibilities in accordance with regulations and guidelines. • Proven ability to train, support and mentor new staff and deliver ongoing training for existing staff. • Experience of supervising the work of others. • Financial experience including daily accounting of fees.
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> • Training in relation to registration law and procedure to be agreed upon appointment.

Desirable	
Qualifications / Training	<ul style="list-style-type: none"> • To have gained the National Qualification for Registration Officers
Practical / Personal Skills	<ul style="list-style-type: none"> • Experience of working in a Register Office. • Ability to use a web-based system business application (Registration on-line) • Experience of Local Government. • Good knowledge of the registration district of Ceredigion.