

Disgrifiad Swydd

Teitl y Swydd	Swyddog Cofrestru a Seremonïau
Gwasanaeth	Cyswlt Cwsmeriaid, TGCh a Digidol
Graddfa	6
Pwynt/iau Cyflog	7 – 10
Cyflog	£26,403 - £27,694 pro rata
Pwrpas 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>Cyfrannu at y gwaith o gofnodi mewn modd amserol a chywir yr holl ddigwyddiadau cofrestru a gynhelir o fewn y rhanbarth, i gwrdd â gofynion statudol a 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>Dosbarthu dogfennau cyfreithiol o gofrestrau sydd dan ofal y Prif Swyddogion (y Cofrestrydd Arolygol a'r Cofrestrydd).</p> <p>Derbyn a bod yn atebol i'r Prif Swyddogion am ffioedd a dderbynnir wrth gyflawni dyletswyddau cofrestru a dathliadol.</p> <p>Cyflawni dyletswyddau proffesiynol statudol eraill sy'n gysylltiedig â chofrestriad sifil.</p> <p>Darparu gwasanaeth effeithiol ac effeithlon sy'n canolbwyntio ar y cwsmer.</p>
Lleoliad Gwaith Cytundebol	<p>Lleolir yng Nghanolfan Rheidiol, Aberystwyth.</p> <p>Fodd bynnag, bydd gofyn i ddeiliad y swydd fynychu Swyddfa Gofrestru Aberaeron yn reolaidd, yn ogystal â lleoliadau sydd wedi'u cofrestru ar gyfer priodasau a phartneriaethau sifil, eglwysi a chapeli ledled y rhanbarth. 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	22.2 awr
Math o Gytundeb	Rhan-amser

Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Cofrestrydd Arolygol a Rheolwr y Gwasanaeth Cofrestru
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	<p>Yn atebol i'r Awdurdod Lleol fel un o weithwyr yr Awdurdod Lleol yn ogystal â Swyddfa'r Cofrestrydd 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>
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Bydd angen Gwiriad Safonol gan y Gwasanaeth Datgelu a Gwahardd (DBS) ar gyfer y swydd hon.

Dyletswyddau a chyfrifoldebau

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.
- 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 cofrestriad, gan gynnwys dogfennau sy'n awdurdodi claddu ac amlosgi.
- Hysbysu cyrff priodol pan fydd y rheoliadau'n caniatáu hynny ar ôl cofrestru digwyddiadau.
- Gweithredu'r system Dywedwch Wrthym Unwaith ar ran yr Adran Gwaith a Phensiynau.
- Delio ag ymholiadau a chynghori mewn perthynas â'r uchod, gan gynnwys cywiriadau ac ail-gofrestriadau.

Seremonïau priodas, partneriaeth sifil a seremonïau eraill

- Cynnal neu gofrestru seremonïau priodas sifil a phartneriaeth sifil yn y Swyddfa Gofrestru, safleoedd cymeradwy, lleoliadau eraill trwyddedig, ac 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 cofrestrriad.
- 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.
- Darparu cymorth gweinyddol i'r Cofrestrydd Arolygol mewn perthynas â seremonïau Dinasyddiaeth Brydeinig, a chynnal seremonïau o'r fath yn absenoldeb y Prif Swyddogion, yn unol â chyfarwyddbau'r Swyddfa Gartref.
- Cwblhau tasgau gweinyddol a gwneud yr holl drefniadau angenrheidiol ar gyfer seremonïau priodas, partneriaeth sifil, dinasyddiaeth a seremonïau eraill.

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 Prif Swyddogion am yr holl stoc a ddsbarthwyd, a ddifethwyd, ac sydd mewn llaw, a chadw at yr arferion lleol a'r canllawiau statudol perthnasol.
- Casglu a rhoi gwybodaeth gywir i'r Prif Swyddogion am yr holl ffioedd a dalwyd am wasanaethau cofrestru a dathlu.

Gwneud copïau o dystysgrifau a chwiliadau hanes teulu

- Cynorthwyo i gofnodi, prosesu a delio'n effeithlon â cheisiadau ac ymholiadau, gan gynnwys dosbarthu 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 fel bo'r angen yn ddibynnol ar ofynion y gwasanaeth.
- Bod yn gyfrifol am ffôn brys swyddfa'r Gwasanaeth Cofrestru tu allan i oriau swyddfa fel bo'r angen.
- Sicrhau cadw at y rheoliadau sy'n caniatáu mynediad cyfreithlon at system gofrestru ar-lein RON.
- Darparu cymorth clerigol a gweinyddol i'r Prif Swyddogion ym mha bynnag faes gwasanaeth sydd ei angen.
- Mynychu hyfforddiant priodol fel bo angen ar gais y Prif Swyddogion.
- 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.

- 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 all gael eu pennu'n rhesymol i'r swydd gan y Cofrestrydd Arolygol a'r Swyddog Priodol.

Cyfeirnod at Ddibenion Gwerthuso Swyddi

JD1587

Manyleb Personol

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	O leiaf 5 TGAU Gradd C neu uwch (neu gymhwyster cyfwerth) gan gynnwys Saesneg, Cymraeg a Mathemateg	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 4 Darllen: Lefel 4 Ysgrifennu: Lefel 4	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	<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, 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. • Lefel uchel o onestrwydd 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. 	

	<ul style="list-style-type: none"> • Yn brydlon, yn frwdfrydig ac yn llawn cymhelliant. • Trwydded yrru DU lawn a defnydd o gerbyd sydd wedi'i yswirio at ddibenion busnes/gwaith i deithio ledled Ceredigion.
Profiad Hanfodol	<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.
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. • Profiad ariannol gan gynnwys cyfrifo ffioedd yn ddyddiol. • Gwybodaeth dda o ranbarth cofrestru Ceredigion.

Job Description

Post Name	Registration and Ceremonies Officer
Service	Customer Contact, ICT & Digital
Grade	6
Spinal Point/s	7 – 10
Salary	£26,403 - £27,694 pro rata
Job Purpose	<p>Ensure the lawful registration of births, deaths, still-births, marriages 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>Contribute to 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>Issue legal documents from registers in the custody of the Principal Officers (Superintendent Registrar and Registrar).</p> <p>Receive and account to the Principal Officers for fees received when discharging registration and celebratory duties.</p> <p>Carry out other professional statutory duties associated with civil registration.</p> <p>Provide an efficient, effective and customer-focussed service.</p>
Contractual Work Location/Base	<p>Based at Canolfan Rheidol, Aberystwyth.</p> <p>However, the post holder will be required to regularly attend 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	22.2 hours
Type of Contract	Part-time
Contract Duration	Permanent
Line Managers Job Title	Superintendent Registrar and Registration Service Manager

Supervisory/Managerial Responsibilities	None
Accountability	<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>
Contractual Terms Associated with the Post	A Standard Check by the Disclosure and Barring Service (DBS) will be required for this post.
Duties and Responsibilities	
<p>Main duties and tasks include:</p> <p><u>Births, deaths and still-births</u></p> <ul style="list-style-type: none"> • 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. • 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 including documents authorising burial and cremation. • Notify appropriate bodies where regulations allow following registration of events. • To deliver the Tell Us Once system on behalf of the Department of Work and Pensions. • To deal with enquiries and advise in respect of the above, including corrections and re-registrations. <p><u>Marriage, civil partnership and other ceremonies</u></p> <ul style="list-style-type: none"> • Conduct or register civil marriage and civil partnership ceremonies in the register office, approved premises, other licensed venues and church and chapels, and at the place of residence of housebound or detained people or those terminally ill. • Attest 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 provide administrative support to the Superintendent Registrar in relation to British Citizenship ceremonies and to conduct such ceremonies in the absence of the Principal Officers in accordance with Home Office directives.
- To complete administrative tasks and make all the necessary arrangements for marriage, civil partnership, citizenship and other ceremonies

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 Principal Officers for all stock issued, spoilt and held in stock and adhere to the related local practices and statutory guidelines.
- To collect and accurately account to the Principal Officers for all fees paid for registration and celebratory services.

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 bank holidays as required by the needs of the service.
- To be responsible for the Registration Service emergency out of office hours telephone as and when required
- To ensure adherence to regulations allowing legal access to the RON (Registration online) computer system.
- To provide clerical and administrative support to the Principal Officers in whichever area of the service is required.
- To attend appropriate training as and when requested by the Principal Officers.
- 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.
- Contribute to the development of the Registration Service and assist in designing changes and improvements to the service delivery and working practices.
- To deliver the service through different media (on-line, face to face, by telephone) and adapt to changing methods as required.

- To 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 1587

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Minimum of 5 GCSE'S grade C or above (or equivalent) including English, Welsh and Mathematics.	
Welsh Linguistic Skills	Listening/Speaking: Level 4 Reading: Level 4 Writing Level 4	The Welsh linguistic skills noted are required on appointment
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing Level 5	The English 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 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. • 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 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.
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. • Financial experience including daily accounting of fees. • Good knowledge of the registration district of Ceredigion.