

Job Description

Job Title:	Registration Officer (AO)
Department:	Department for Enterprise
Division:	Central Registry / Registries Section (Companies Registry)
Grade:	AO
Responsible to:	Senior Registration Officer

Job Purpose

The Registration Officer plays a pivotal role in the Companies Registry to help the Department meet its vision 'To be the Best Small International Business Centre in the World'.

The main purpose of this role is to carry out administration duties relating to the processing of documents in the Companies Registry, ensuring that documents lodged are complete and in accordance with the relevant legislation and dealing with customers in a professional and efficient manner.

Main Duties and Key Accountabilities

1. To check and process, with a high level of accuracy and efficiency, documents relating to the incorporation and registration of Manx companies and other legal entities; documents required to be filed under the:
 - Companies Acts 1931-2004;
 - Companies Act 2006;
 - Registration of Business Names Acts 1918;
 - Limited Liability Companies Act 1996;
 - Partnership Act 1909;
 - Foreign Companies Act 2014;
 - Foundations Act 2011;
 - Beneficial Ownership Act 2017.
2. Provide a high level of service to members of the public using Companies Registry.
3. To contribute to the regular review of their own training and development needs and agree an action plan to meet such with their line manager.
4. To undertake any other duties as allocated by Line Manger.

1. Service Delivery

The post holder will ensure that the service delivered is in accordance with the customer service standards with the Divisions annual Business Plan.

2. Management of Staff and Resources

There are no staff management responsibilities associated with this post.

3. Representation and Corporate Contribution

The post holder will be responsible for the Division's work in respect of registering companies and other legal entities and will represent the Division in dealing with the public, and other agencies.

4. Provision of Assistance

The post holder will provide assistance relating to Companies Registry matters to:

- Members of the public
- Other agencies
- Other Government Divisions

5. Implementation and Maintenance of Policy

The post holder will:

- Actively contribute to ideas and solutions
- Liaise with EO on key issues

6. Leadership (and Strategic Direction)

There are no leadership duties involved with this post, but the post holder will be required to help and support other team members.

7. Performance Management and Improvement

All Civil Servants have a personal responsibility for performance management. The post holder will be expected to contribute to their annual performance development review and interim performance reviews.

8. Health and Safety

The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to a responsible manager and/or the Health and Safety Review Group of Companies Registry.

9. Reporting Framework

The post holder will report to an Executive Officer in the Companies Registry section of the Central Registry Division of the Department for Enterprise.

The Executive Officer Companies Registry, as Line Manager is responsible as 'Reporting Officer' for the implementation of, and compliance with, the provisions of the Isle of Man Civil Service Performance and Development Review Scheme.

As Reporting Officer, the Executive Officer Companies Registry will ensure that in line with the timescale set out in the scheme, amongst other things, an annual:

- Personal Delivery Plan and a Personal Development Plan is agreed with the post holder;
- Review and assessment of the post holder's performance and competency/behaviours is made; and
- Performance and Development Review meetings are conducted.

10. Integrity

As an appointee of the Companies Registry Division of the Department for Enterprise, the post holder is expected to recognise that their everyday business requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all Companies Registry business and to uphold such confidences.

Qualifications and Experience

To properly deliver the requirements of this post it is expected that the post holder will meet the Administrative Officer – Entry Requirements as detailed in Section G 21 of the Civil Service Regulations.

No additional formal qualifications are required for this role, however post holders would be required to;

- Have good communication skills
- Be flexible and open to new ideas
- Be prepared to assist colleagues at the workplace when required.

Competency Levels For This Post Are:

Leading and working together	Level A
Communicating and influencing	Level A
Achieving results	Level B
Delivering a quality service	Level B
Changing and learning	Level A
Showing commitment and resilience	Level A

**Isle of Man Civil Service
Person Specification**

Post: Registration Officer

Department: Companies Registry, Department for Enterprise

Job Summary: Administering and processing of Companies Registry documents.

Attributes	Essential or Desirable	Method of Assessment
Qualifications		
5 GCSEs at Grade C or above including English Language or equivalent qualification	D	CV and Certificates
Experience		
2 years' experience of working in an administrative role within an office environment	D	CV, Interview, References
Dealing with the Finance Industry and Corporate Service Providers	D	CV and Interview
Prior experience of working within a legislative framework	D	CV and Interview
Experience of working with customers	D	CV and Interview
Experience of cash handling	D	CV and Interview
Knowledge and Skills		
Confident with Information Technology	E	CV and Interview
A knowledge of Microsoft Applications	E	CV and Interview
Excellent Communication skills – both written and oral	E	CV and Interview
Able to work to a high degree of accuracy with minimal supervision	E	CV and Interview
Excellent organisational skills	E	CV and Interview

<p style="text-align: center;">Disposition</p> <p>Reliable, enthusiastic and professional</p> <p>Ability to work under pressure and adapt to changing demands and circumstances</p> <p>Team player</p> <p>Self-motivated</p> <p>Amiable yet resilient character – able to deal with external and internal customers in a polite, professional and positive manner</p> <p>Able to carry out basic manual handling duties – the position will require the applicant to lift, carry and stack Storage Boxes (approx. weight 7 Kg).</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Interview/References</p> <p>Interview/References</p> <p>Interview/References</p> <p>Interview/References</p> <p>Interview/References</p> <p>CV/Interview/Medical</p>
<p style="text-align: center;">Circumstances/Interests</p> <p>Isle of Man worker</p>	<p>D</p>	<p>Application Form/Interview/ Pre-employment Checks</p>