

Apprentice Registration Officer – AI and Automation

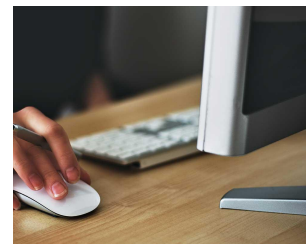
Location: **Huddersfield**

Posted: **18th August 2026**

Employer: **Kirklees Council**

Role type: **Apprenticeship**

Entry Requirements:



The Kirklees Council Registration Service supports the registration of births, deaths, marriages and civil partnerships, issues certificates in line with national legal requirements, assists with ceremonies, collects fees and helps deliver services such as Tell Us Once.

Business

Local authority

Training provided

Level 4 Artificial Intelligence and Automation

Pay details

£24,796 pa

Hours

37 hours per week

Requirements

- GCSE maths and English at grades 9-4
- A levels or equivalent
- Strong literacy and numeracy skills
- Strong IT skills
- Good communication skills
- Time management
- Organisational skills and ability to work to deadlines
- High levels of resilience to operate in an emotional, demanding and highly statutory environment
- Basic DBS check is required

Minimum age

16

Description

As a Trainee Registration Officer, you will play an important part in delivering some of the most significant and meaningful services in people's lives. Alongside this, you will be part of a forward-looking Registration Service that is embracing artificial intelligence and digital tools to improve the way we work.

Responsibilities include:

- Supporting the registration of births, deaths, marriages and civil partnerships
- Issuing certificates in line with national legal requirements

- Assisting with ceremonies
- Collecting fees
- Helping deliver services such as Tell Us Once
- Identifying opportunities to make processes simpler, quicker and more accurate to provide a modern, efficient and customer-focused service for our communities

How to apply

Please apply on the council's [website](#).

To enquire about this role:

