

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
08-12009	French Reviewer Translator	Senior Interpreter/Translator French (08-NEW)	08150-01-4-235-0815010-04	
Department		Division/Region	Community	Location
Culture & Heritage		Translation Bureau (08150-04)	Iqaluit	Qikiqtaaluk

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p>
<p>The French Reviewer Translator primarily provides quality and professional translation and reviewing services using International French language standards and appropriate terminology to the Government of Nunavut. The incumbent will be involved in fulfilling the Government of Nunavut's legal obligations under the <i>Official Languages Act</i> to ensure that all written instruments intended to the notice of the public, namely policies, public communications and other documentation, are available in French. Occasionally, the incumbent may be called upon to provide interpretation services for the Government of Nunavut on an "as needed" basis.</p>

3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</p>
<ul style="list-style-type: none"> ◆ Located in Iqaluit, the French Reviewer Translator will report to the Senior Interpreter/Translator French, and take assignments from the Translation Bureau's Project Manager. ◆ Translation services are provided to all Departments of the Government of Nunavut and approved Public Agencies. ◆ Translations and revisions must be provided using French of the highest quality as this has a fundamental impact on the Government's ability to deliver effective and efficient programs and services in French. ◆ Legal and/or political issues could arise from errors in translation or confidential information being divulged, thus adding considerably to the level of responsibility of the position. ◆ A high level of skill and experience is required to ensure the accuracy of translated and revised texts varying in complexity, subject matter and length. ◆ All translations and revisions are done in accordance with the standards of Culture and Heritage's Translation Policy and internal operational guidelines. ◆ The incumbent may also provide, from time to time, simultaneous or consecutive interpretation at official or public events.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

The incumbent provides quality, highly proficient translation and reviewing services from English to French of texts varying in complexity, subject matter and length. As a member of the translation team, the incumbent will:

- ◆ Review and proofread their translated texts as well as texts translated by other members of the translation team and/or by contractors at the request of the Translation Bureau's Project Manager. Make recommendations or modifications;
- ◆ Identify specific requirements and carry out research for appropriate reference/resource material when necessary;
- ◆ Study and analyze source texts to fully understand particularities in terms of meaning, style and complexity of terminology;
- ◆ Determine the level of language required to meet the needs of the intended audience;
- ◆ Produce a final version of the text and review to ensure the meaning of the translated text accurately reflects the intent of the original text and is read as though it was written in the target language;
- ◆ Discuss ambiguous passages with other translators, Senior Interpreter/Translator French, and the Project Manager for clarification, when needed;
- ◆ Discuss with clients areas that may raise questions and suggest alternative wording;
- ◆ Record terminology findings particular to Nunavut-specific terminology and the GN, such as position titles, names of departments, sections, divisions, programs, etc., and help in keeping up-to-date databases of Government of Nunavut French translations;
- ◆ Work with material of all levels of complexity, including policies, guidelines and documents involving medical, financial, technical, environmental, scientific terminology and terminology of general knowledge, and participate in discussions involving such texts and terminology;
- ◆ Complete the appropriate terminology record in the established format with documentary and bibliographical notes for entry into the computerized terminology bank for future access;
- ◆ Ensure confidentiality of all material and particularly for documents containing personal information or government direction and the Budget;
- ◆ Provide simultaneous or consecutive interpretation from French to English or English to French for the Government of Nunavut at official or public events;
- ◆ Participate in staff meetings and task-related work groups.

The incumbent provides consultation services on behalf of the GN concerning linguistic and terminological issues to other translators in Nunavut and across Canada. As a member of the translation team, the incumbent will:

- ◆ Work with other members of the translation team and with translators in other sectors and jurisdictions to maintain a terminology bank to ensure consistent use of terms across government;
- ◆ Suggest terms, phrases, style and sentence construction to other translators and reviewers;
- ◆ Provide linguistic or terminological information in response to inquiries from other Canadian jurisdictions;
- ◆ Explain the operations and availability of French translation services to clients;
- ◆ Provide translation services to the Executive Council, all GN Departments and designated public agencies, as assigned by the Translation Bureau Project Manager;
- ◆ Participate in standardizing French translations for Nunavut-specific terminology for use in Government of Nunavut documents;
- ◆ Conduct linguistic, terminology and documentary research with regards to any of the duties listed in this section;
- ◆ Assist the Department of Culture and Heritage in its communications with the public in French.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the job, not the incumbent performing the job.

The responsibilities of the French Reviewer/Translator require specialized knowledge of translation and reviewing/revising theory and practice and professional experience as a translator and reviewer in a supervised work environment.

Knowledge:

- ◆ The rules and principles that apply to the specialized fields of written translation.
- ◆ The Nunavut *Official Languages Act* and the Government of Nunavut's *Uqausivut Plan*.
- ◆ Knowledge of vocabulary and terminology associated with a variety of fields in the Government of Nunavut.
- ◆ Knowledge of interpretation techniques.
- ◆ A thorough knowledge of government programs and services.
- ◆ Knowledge of computer-assisted translation tools, such as MultiTrans, is an asset.
- ◆ Knowledge of Inuit language, communities, culture, land and Inuit Qaujimagatuqangit is an asset.

Skills:

- ◆ Comprehensive knowledge and mastery of written and spoken French and English.
- ◆ Mastery of translation, revision, editing and proofreading.
- ◆ Excellent research and analytical skills.
- ◆ Ability to communicate effectively when dealing with peers and clients.
- ◆ Ability to translate at an acceptable level of production.

- ◆ Ability to review and revise the work of other translators.
- ◆ Effective time management and organizational skills.
- ◆ Ability to translate confidential and time-sensitive documents on short notice.
- ◆ Ability to type and operate a computer: MS Office Suite, Outlook, Terminology Banks, and Internet.
- ◆ Ability to work in a cross-cultural environment.

Abilities:

- ◆ Ability to translate complex documents.
- ◆ Ability to work with minimal supervision.
- ◆ Ability to perform effectively as a member of a work group.
- ◆ Excellent interpersonal skills and ability to work under pressure.
- ◆ Sense of initiative, teamwork, and cooperation.

Typically, the above qualifications would be attained by:

- ◆ A Bachelor’s degree in Translation, Linguistics, French Studies, Communications, Modern Languages or equivalent are required.
- ◆ A minimum of two years of experience as a translator in a supervised work environment.
- ◆ A minimum of one year of experience as a reviewer in a supervised work environment.
- ◆ Certification by the Canadian Translators, Terminologists and Interpreters Council (CTTIC) or by the *Ordre des traducteurs, terminologies et interprètes agréés du Québec* (OTTIAQ) or by the Association of Translators and Interpreters of Ontario (ATIO) or equivalent is an asset.
- ◆ Membership with a nationally recognized professional association such as CTTIC, OTTIAQ, ATIO or equivalent is an asset.

An acceptable combination of education and related work experience may be considered.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

Long periods using a computer which could have an impact on the eyes, wrists, arms, and back.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements, and conditions that increase the risk of accident, ill health, or physical discomfort.

The incumbent works in an office environment with frequent disruptions, impacting the ability to concentrate. Deadlines and timeframes for completing tasks are at times very short which may result in a high stress environment.

Sensory Demands

Indicate the nature of demands on the jobholder’s senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents’ senses.

The incumbent spends a substantial amount of time in front of a computer terminal. This can result in eyestrain and other levels of physical discomfort. The incumbent also spends a great deal of time reviewing documents under tight timeframes which can result in fatigue and eyestrain.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

The job demands long periods of intense concentration and mental work combined with the pressure of meeting conflicting deadlines and delivering quality services to clients.

7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ _Senior Interpreter/Translator French_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ A/ Deputy Minister</p> <p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the Attached organizational structure.</p>	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.