

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
08-14902	Senior Interpreter/Translator French	Operations Manager (08-00193)	08150-01-4-235-0815010-04	
Department		Division/Region	Community	Location
Culture & Heritage		Translation Bureau (08150-04)	Iqaluit	Qikiqtaaluk

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>The Senior Interpreter/Translator French is the team leader for the French Reviewer Translators working for the Department of Culture and Heritage's Translation Bureau. The position supervises a team of French Reviewer Translator's located in Iqaluit and assists them in completing high quality translations in a timely manner.</p> <p>The Department of Culture and Heritage's Translation Bureau (Bureau) provides high quality translation and editing services in Nunavut's official languages to the departments of the Government of Nunavut and public agencies. The Bureau plays a central role in the government's efforts to communicate with and provide high quality services to members of the public in their official language of choice, as required under the <i>Inuit Languages Protection Act</i> and the <i>Official Languages Act</i>.</p>

3. SCOPE

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>Located in Iqaluit and reporting to the Operations Manager, the Senior Interpreter/Translator French plays an essential role in ensuring that French translators work effectively as a team and manage the competing priorities of translations for various GN departments and public agencies. The Senior Interpreter/Translator French will provide a crucial link between staff, the Operations Manager, Project Manager and the divisional Director.</p> <p>In addition, the position provides highly proficient translations from English to French, or French to English, of texts that vary in complexity, subject matter and length to the GN's departments and public agencies when necessary. The incumbent may on occasion also provide simultaneous or consecutive interpreting at official or public events. The scope of the material the Senior Interpreter/Translator French will deal with is extremely broad, ranging from simple communications with the public to complex legal or medical documents, or even legislation. Interpreting and translations 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. A high level of skill is required to ensure the accuracy of these documents.</p>

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 Senior Interpreter/Translator French will manage the team of French Reviewer Translators by:

- Developing work plans for the staff, monitoring performance and completing annual performance evaluations;
- Developing training plans and succession plans for staff;
- Advising the Operations Manager and Director, Translations Bureau on the appropriate training and development needed for the French Reviewer Translators;
- Holding regular meetings with staff to communicate government goals and objectives, expectations, and timelines;
- Working with the Manager, Human Resources and the Operations Manager in the recruitment and staffing process of new staff and conducting employee orientations;
- Preparing test material and correcting translation assignments for the recruiting process of new translations staff;
- Providing individual on-the-job mentoring and coaching to members of the French Reviewer Translators team; and
- Conducting disciplinary action when necessary.

Provides quality, highly proficient translation and revision services from English to French and French to English of texts of varying complexity, subject matter and length by:

- Providing French to English and English to French translations to the Executive Council, all GN departments and public agencies;
- Working with material of all levels of complexity, including legislation, policies, documents and discussions involving legal, medical, financial, technical, environmental, and scientific terminology;
- Studying and analyzing the texts to fully understand particularities in terms of meaning, style and the complexity of terminology;
- Determining the level of language required to meet the needs of the intended audience;
- Producing a final version of the text and reviewing it to ensure that the meaning of the translated text accurately reflects the intent of the original text and reads as though it was written in the target language;
- Discussing ambiguous passages with the French Reviewer Translators to clarify them and convey the full meaning of the original text;
- Advising the Operations Manager or client on any areas that may give rise to questions and provide suggestions on alternative wording if needed;
- Organizing regular reviews of translation work completed by all French Reviewer Translators;
- Proof reading and editing written material to ensure accuracy when French Reviewer Translators are not available or when required;
- Supporting the work of the Translation Memory Support Officer to develop and maintain an online translation and terminology database;
- Participating in standardizing French translations for Nunavut-specific terminology for use in Government of Nunavut documents; and
- Produce completed texts at a rate that meets the standards that are set.

Conduct terminological research and consult with other organizations or experts on behalf of the GN concerning linguistic and terminology issues by:

- Conducting linguistic research with regards to any of the duties listed for this position; and
- Provide linguistic or terminological information in response to inquiries from other Canadian jurisdictions.

The Senior Interpreter/Translator French will also achieve results by:

- Participating in the Translation Bureau's formal and on-the-job competency-based training by taking part in workshops, seminars and self-directed study sessions with respect to the skills to be mastered.

Performing other duties as assigned by the Director, Translation Bureau.

To be updated

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.

Contextual Knowledge:

- French lexicon and linguistics;
- Knowledge of vocabulary, government programs and services, and terminology associated with a variety of fields in which the GN operates.

Skills & Abilities:

- An advanced level of spoken and written bilingualism in English and French;
- Demonstrated effective communication skills in dealing with peers, clients and staff;
- Strong research techniques and knowledge of relevant reference material;
- Excellent time management skills in order to meet conflicting deadlines;
- Computer skills and experience using (MS Office Suite, Outlook, Internet);
- Ability to lead, be collaborative and motivate staff;
- Ability and experience in supervising, mentoring and training staff;
- Ability to evaluate staff;
- Ability to take the initiative and work as a team;
- Ability to work in a cross-cultural environment; and
- Demonstrated ability to translate complex, confidential and time sensitive documents (e.g., paralegal, financial, economic and development, information technology, health, human resources or education related).

These skills and knowledge are normally acquired through:

- Certification from a recognized translator/interpreting training or education program for French Interpreter/Translator;
- A minimum of five years of experience in the field of interpretation or translation; and
- Experience supervising staff, preferably in a cross-cultural setting.
- The incumbent must be bilingual with the ability to speak, read and write in English and French.
- An acceptable combination of education and related work experience may be considered.

Assets:

- Affiliation or membership with a nationally recognized association such as the Canadian Translators, Terminologists and Interpreters Council (CTTIC) or The Association of Translators and Interpreter of Ontario (ATIO);
- Knowledge of computer-assisted translation tools, such as MultiTrans; and
- Knowledge of Inuit language, communities, culture, land and Inuit Qaujijimatuqangit.

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.

Most of the incumbent's time is spent in a sitting position working at a computer terminal, typing, reading, doing research work, or interpreting wherever this work is required, which can cause back, muscle and eye strain.

In addition, the incumbent may be required to travel to other remote communities.

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 a reasonably comfortable office environment with low seasonal lighting, and occasional office noise.

The incumbent will be required to work with very tight deadlines. The deadlines and volume of work created by the sitting of the Legislative Assembly are stressful. The incumbent must manage multiple requests at the same time.

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.

Reading printed material and looking at a computer monitor for extended periods of time combined with artificial light, is visually fatiguing. Interpreting requires excellent listening skills and an ability to make instantaneous decisions about how to express the same ideas in a second language. Interpreting requires a high level of focussed listening and intense concentration for processing the information and providing interpreting. The environment in which the interpreting may take place may be in a public meeting where there may be distractions within the environment making it more challenging to provide this service.

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.

.Managing, translating and revising information of a confidential and sensitive nature can be demanding. The incumbent must be able to gracefully handle criticism by colleagues and members of the public.

At times, tight deadlines have to be met for translation assignments. Legislative Assembly sessions tend to be demanding, as the incumbent is usually working under several tight timelines for various projects at the same time. The concentration required for interpreting (especially simultaneous interpreting) is very demanding. In addition, the incumbent will need to coordinate and oversee translation projects, revise and supervise the French Reviewer Translator work and provide feedback and coaching.

Interpreter/Translators and Reviewers are often required to work outside of regular business hours (in the evening and on weekends), in order to meet tight deadlines, or to accommodate the needs of Nunavummiut working in three different time zones. Pressure to meet deadlines under these conditions places considerable mental fatigue on the incumbent.

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>_____ Operations Manager 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>_____ 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”.