

## 1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
08-12883	Editor/Reviewer Inuktitut	Senior Interpreter Translator (08-13652)	08150-01-1-235-0815010-01-????	
Department		Division/Region	Community	Location
Culture & Heritage		Official Languages (08100-01)	Iqaluit	Iqaluit

## 2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>Reporting to the Senior Interpreter Translator in Iqaluit, this position is responsible to proofread, review or edit Inuktitut written materials translated by the Translation Bureau for the departments of the Government of Nunavut and public agencies.</p> <p>This is a highly specialized position and a critical part of the Government's commitment to deliver quality services and communications to the public in the Official Languages. The incumbent will work closely with other Government departments to ensure that written materials translated into Inuktitut are of the highest quality through working with terminologists, language researchers, interpreter/translators and the translation memory support officer.</p> <p>This position is a critical part of the Government's commitment to fulfil its legal obligations under the Official Language Act to ensure that government communications are available to the members of the public in Nunavut's official languages, and to protect, revitalize and promote the use of the Inuit Language in accordance with the Inuit Language Protection Act.</p> <p>The Department of Culture and Heritage was created to safeguard and promote Nunavut's culture, heritage, and language. As a lead department, there is expectation for every position to support this and implement the mandate. The incumbent is expected to ensure the Inuit language and culture including Inuit Societal Values and Inuit Qaujimagatuqangit are the basis of his/her work and to provide leadership in the division to ensure that this is reflected in the divisional operations, planning and program development efforts' publications and notices.</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>The incumbent is responsible to proofread, edit/review Inuktitut translations. Government translations must be provided using Inuktitut of the highest quality, in standardized orthography, as this has a fundamental impact on the Government's ability to deliver programs and services that are relevant, accessible and accountable to the public it serves.</p>

The scope of the material the Editor/Reviewer Inuktitut will deal with is extremely broad ranging from simple communications with the public to complex legal or medical documents or even legislation. A high level of skill is required to ensure accuracy of these documents.

Because Inuktitut lacks standardized terminology for many expressions that are common in the work of government, the reviewer is required to consult with language experts and Elders on appropriate terminology or expressions in Inuktitut. From time to time the incumbent may be required to create new terminology where none existed previously, therefore work closely with Inuit Uqausinginnik Taiguusiliuqtiit (Inuit Language Authority) for their input.

The incumbent's contribution to the on-going development of Inuktitut is crucial to the Government's commitment to fulfill its legal obligations under the Official Language Act to ensure that government communications are available to the members of the public in Nunavut's official languages, and to protect, revitalize and promote the use of the Inuit Language in accordance with the Inuit Language Protection Act.

#### 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.**

- ◆ Edits, reviews and proofs written Inuktitut material to ensure accuracy;
- ◆ Works with material of all levels of complexity, including legislation, policies, documents and discussions involving medical, financial, judicial, technical, environmental, and scientific terminology;
- ◆ Develop, consult and advice on proper Inuktitut terminology that has not yet been developed in Inuktitut;
- ◆ Participates in formal efforts to develop new Inuktitut terminology in all fields where a need is identified, including law, medicine, finance, justice, information technology, environment and science;
- ◆ Where questions exist as to the proper use of Inuktitut, this position is responsible for conducting extensive research by consulting with Elders and other language experts, as well as experts in the field of endeavour that is involved. The information gathered must be analysed before a decision is arrived at regarding the best usage of the language;
- ◆ Supports the research and/ or promotion activities of the Inuit Language Researchers and Terminologist as well as the researchers at Inuit Uqausinginnik Taiguusiliuqtiit;
- ◆ Supports the work of the Operations/ Translation Manager and Translation Memory Support Officer;
- ◆ Participates in the Language 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. May also advise Manager as to who might benefit from suggested course or workshops for professional development; and
- ◆ Carries out other related duties as directed by his/her immediate supervisor or the Operations/ Translation Manager of the Language Bureau.

## 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 incumbent must have a post-secondary Interpreter/ Translator training certificate, or a minimum of three years' experience in the field of interpretation or translation.
- ◆ The incumbent must have a high level of proficiency in both written and spoken Inuktitut, as well as English.
- ◆ The incumbent must be highly knowledgeable on the use of standardized orthographies for Inuktitut.
- ◆ The incumbent must have knowledge of specialized terminology in various fields including (but not limited to) law, medicine, finance, justice, information technology, environment and science. A degree in any of these fields is a definite asset.
- ◆ The incumbent must possess excellent research and analytical skills.
- ◆ The incumbent must possess the ability to review and edit written communications with accuracy, with great attention to detail.
- ◆ The incumbent must possess the ability to operate a computer.
- ◆ The incumbent must have knowledge of Government programs and services.

## 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 at a computer, typing, reading or doing research work or interpreting wherever this work is required

### 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.

- ◆ Incumbents are 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.
- ◆ The Reviewer/Editor may be 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. The incumbent will support these colleagues to make sure they are of best quality.

### 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 through one or more of the incumbents' senses.

- ◆ Reading printed material, analyzing texts and looking at a computer monitor for extended periods of time combined with artificial lights, is visually fatiguing.
- ◆ Editing and proofreading requires excellent reading and analytical skills combined with an ability to make instantaneous decisions about how to express the same ideas in a second language.

### 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.

- ◆ At times tight deadlines have to be met for proofreading/editing assignments and that they are correct and conceivable to the unilingual speaker. Legislative Assembly sessions tend to be demanding, as incumbent is usually working under several tight time lines for various projects at the same time. The concentration required to ensure Inuktitut usage is correct can become very demanding.

**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>_____ 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”.**