

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
08-13005	Translation Memory Support Officer	Project Manager (08-12878)	08100-01-1-235-0810010-0	
Department		Division/Region	Community	Location
Culture and Heritage		Translation Bureau (08100-04)	Iqaluit	Qikaqtaaluk

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>The Translation Memory Support Officer reports directly to the Translation Bureau's Project Manager. The incumbent will play a key role in administering, managing and supporting the Bureau's Multilingual Translation Memory, Terminology and Project Management Systems, and in supporting staff in using it effectively into their daily work.</p> <p>The Translation Bureau provides high quality translation and editing services in the 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>Official Languages Act</i> and the <i>Inuit Languages Protection 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>The Translation Memory Support Officer helps leverage the Translation Bureau's productivity and improve consistency in translation and terminology usage in government communications. The incumbent will archive, manage and align previous translated documents, create and maintain government terminology records, and administer access to text and term bases. The incumbent also provides assistance with translation project management and reporting tools.</p> <p>The Department of Culture and Heritage's Translation Bureau provides quality translation services to all departments of the Government of Nunavut and its public agencies in the Inuit Language, English and French. This includes internal I/T dedication and support as well as capacity to deliver training programs for translators and clients to use the MultiTrans Flow.</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.

- ◆ Administers and manages access to the Translation Bureau's multilingual translation memory, terminology and project management systems.
- ◆ Develops, maintains and administers procedures for pre-processing, classifying and aligning previously translated documents into the translation memory;
- ◆ Administers and keeps up-to-date text and term bases in all of Nunavut's official languages;
- ◆ Assists with the development, maintenance of procedures for translation projects, and assist departments and public agencies in following these procedures, by providing access and training to new users.
- ◆ Liaise with the Inuit Uqausinginnik Taiguusiliuqtiit to ensure the Translation Bureau's terminology database is kept up-to-date, and ensuring common terminology methodology is followed.
- ◆ Collaborates with language authorities regarding standard terminology in French and English;
- ◆ Provide assistance to the Project Manager for the production of monthly and annual productivity reports;
- ◆ Assists or trains managers, departmental translation coordinators, translators, terminologists and clients in using MultiTrans and/or Flow;
- ◆ Works with a variety of document formats and all levels of material complexity;
- ◆ Supports efforts to make available information, resources and tools about the Inuit Language, as well as English and French, such as translation tools, glossaries, and other tools.
- ◆ Maintains a web-based repository of government standardized terminology and expressions in the Inuit, English and French, and other appropriate language resources.
- ◆ Participates 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.
- ◆ Carries out other related duties as directed by the Director, Translation 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.

Contextual Knowledge in:

- ◆ Diploma in translations or related field or an equivalency of work experience (2 years).
- ◆ Demonstrated experience in working with translation memory tools or similar software.
- ◆ Experience with terminology development and/or management.
- ◆ Demonstrated experience with policies, procedures, protocols, or manuals.
- ◆ Demonstrated experience with multilingual and multicultural working environments.

Language qualifications:

- ◆ The TMSO will manipulate files in multiple languages (Inuit Language, English and French);
- ◆ The applicant must demonstrate excellent proficiency in reading and writing in at least two of Nunavut's Official Languages (Inuit Language, English or French); and
- ◆ The applicant must commit to continuous learning of all of Nunavut's Official Languages, and take language training as appropriate to improve proficiency and skills.

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 incumbent 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.

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 and looking at a computer monitor for extended periods of time combined, with artificial light, is visually fatiguing. Presentations on translation memory system will be in demand.

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.

- ◆ Due to the complexity of working with multiple languages under tight timeframes mental demands are high.

7. CERTIFICATION

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<hr/> <p>Supervisor Title</p> <hr/> <p>Supervisor Signature</p> <hr/> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<hr/> <p>Deputy Minister</p> <hr/> <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”.