

**1. IDENTIFICATION**

Position No.	Job Title	Supervisor's Position	Financial Code	
08-13388	Senior Interpreter/Translator	Operations Manager (08-00193)	08150-01-4-420-0815010-01	
Department		Division/Region	Community	Location
Culture & Heritage		Translation Bureau (08100-04)	Kugluktuk	Kitikmeot

**2. PURPOSE**

Main reason why the position exists, within what context and what the overall end result is.

The Senior Interpreter/Translator is a key member of the team of Inuinnaqtun Interpreter Translators working for the Department of Culture and Heritage's Translation Bureau. The incumbent supervises a team of Inuinnaqtun Interpreter Translators and Editor/Reviewer(s) located in Kugluktuk, and assists them in completing high quality translations in a timely manner. The position also contributes to the efforts to document and promote both traditional and new Inuinnaqtun terminology by leading research and terminology development projects.

The Department of Culture and Heritage's Translation 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 *Inuit Languages Protection Act* and the *Official Languages Act*.

**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?

Located in Kugluktuk and reporting to the Operations Manager, the Senior Interpreter/Translator plays an essential role in ensuring that Interpreter/Translators and Editor/Reviewer(s) in Kugluktuk work effectively as a team and manage the competing priorities of translations for various GN departments and public agencies. The Senior Interpreter/Translator will supervise the translation bureau staff located in Kugluktuk and provide a crucial link between these staff and the other translation offices, the Operations Manager, Project Manager and the divisional Director.

In addition, the position provides translations from English to Inuinnaqtun, or Inuinnaqtun to English, of texts of all levels of complexity to the GN's departments and public agencies when necessary. The incumbent also provides simultaneous or consecutive interpreting at official or public events as required. The scope of the material the Senior Interpreter/Translator 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 the accuracy of these documents.

Due to Inuinnaqtun lacking standardized terminology for many expressions that are common in the work of government, the Senior Interpreter/Translator is required to consult with language experts and Elders on appropriate translations. From time to time the incumbent may be required to create new terminology where none existed previously and provide these terms to the Department's Terminologist. The incumbent's contribution to the on-going development of Inuinnaqtun is crucial to the government's efforts to increase its use as a working language of the public service.

#### 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 will manage a team of Inuinnaqtun Interpreter Translators and Editor/Reviewer(s) 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 on the appropriate training and development needed for the team of Interpreter Translators and Editor/Reviewer(s);
- 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;
- Identifying short and long term staffing needs for translations and special assignments or summer students and assisting with developing staffing plans;
- Providing individual on-the-job mentoring and coaching to members of the Interpreter Translator and Editor/Reviewer team;
- Imposing progressive disciplinary action when necessary; and
- Building and contributing to a strong team environment within a safe and respectful

workplace.

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

- Providing Inuinnaqtun to English and English to Inuinnaqtun 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;
- Providing an immediate and working translation of terminology that has not yet been developed in Inuinnaqtun;
- Studying and analysing 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 other Translator or Editor/Reviewer staff or supervisor to clarify them and convey the full meaning of the original text;
- Advising the Project 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 Inuinnaqtun Interpreters/Translators with the Editor/Reviewer(s) working in Kugluktuk;
- Proof reading and editing written material to ensure accuracy when Editor/Reviewer(s) 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;
- Produce completed texts at a rate that meets the standards that are set; and
- Keeping well informed about terminology development efforts for Inuinnaqtun and to advise other Inuinnaqtun translators on the use of standardized Inuinnaqtun terminology.

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

- Conducting extensive research by consulting with Elders and other language experts, such as the Inuit Uqausinginnik Taiguusiliuqtiit (IUT), as well as with experts in the field of the endeavour that is involved. The information gathered must be analysed before a decision is made regarding the usage of the language;
- Participating in formal efforts to develop new Inuinnaqtun terminology in all fields where needs are identified, including law, medicine, finance, information technology, environment and science; and

- Working with the Operations Manager to coordinate meetings between IUT, the Bureau's Terminologist and Interpreter Translators to discuss standardization of terminology for consistency on terms being developed and used in translations.

***The Senior Interpreter/Translator 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 Manager or Director.***

## 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.**

### Knowledge

- The Inuit Languages Protection Act and the Official Languages Act; and
- Knowledge of vocabulary, government programs and services, and terminology associated with a variety of fields in which the GN operates.

### Skills

- An advanced level of spoken and written bilingualism in English and Inuinnaqtun;
- Demonstrably 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; and
- Computer skills and experience with MS Office Suite, Outlook, and Internet. Experience with terminological and translation databases and software are considered an asset.

### Abilities

- 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;
- Demonstrated ability to translate complex documents (e.g., paralegal, financial, economic and development, information technology, health, human resources or education related); and
- Proficiency in the use of ICI standardized orthographies for Inuktitut or Inuinnaqtun.

Typically, the above qualifications would be attained by:

- Certification by the Nunattini Katujjiqatigiit Tusaajinut or a certification from a recognized translator/interpreting training program, or education program;
- A minimum of five years' experience in the field of interpretation or translation; and
- Experience supervising staff, preferably in a cross cultural setting.

The incumbent must be proficient in both written and spoken Inuinnaqtun, as well as English.

A combination of education (e.g., Grade 12 education or equivalent) and directly related experience in interpreting or translating may be accepted in lieu of formal education.

Extensive knowledge of specialized terminology in various fields, including (but not limited to) law, medicine, finance, information technology, environment and science or a degree in any of these fields is a definite asset.

## 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 generally comfortable work environment. However, during the year the incumbent may be exposed to adverse environmental conditions, such as extreme weather when traveling to other remote communities.

In addition, 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 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. 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.

At times tight deadlines have to be met for translating assignments. Legislative Assembly sessions tend to be demanding, as incumbent is usually working under several tight timelines for various projects at the same time. The concentration required is interpreting (especially simultaneous interpreting) is very demanding.

Interpreter/translators 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”.**