

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code
08-13413	Inuktitut Interpreter/Translator	Senior Interpreter Translator	08150-01-4-420-0815010-01-1000
Department	Division/Region	Community	Location
Culture and Heritage	Translation Bureau	Iqaluit	Iqaluit

2. PURPOSE

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

This position provides professional translation services to the departments of the Government of Nunavut and public agencies. The incumbent will translate a variety of written materials such as correspondence, reports, and other public documents from English to Inuktitut, while maintaining the content, context and style of the original material to the greatest extent possible.

The incumbent will work closely with clients and colleagues to ensure that written translations are of the highest quality, and that messages transferred into Inuktitut are culturally appropriate and effective.

This position is a critical part of 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*.

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 and implement this mandate. The incumbent is expected to ensure the Inuit language, culture and societal values 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.

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?

The incumbent translates written materials from English to Inuktitut (and sometimes from Inuktitut to English) such as correspondence, reports, legal documents and other public documents, while maintaining the content, context and style of the original material to the greatest extent possible. From times to times, the incumbent might also be called to provide simultaneous or consecutive interpreting services.

The scope of the material the incumbent 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.

Because Inuktitut lacks standardized terminology for many expressions that are common in the work of government, the incumbent is required to consult with language experts and Elders on appropriate translations. The incumbent may be required to create new terminology where none existed previously. The incumbent's contribution to the on-going development of the Inuit language is crucial to the government's efforts to increase its use as a working language of the public service and in improving the delivery of quality government services to the general public.

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 supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

1. Provides written translations services to the Executive Council, all departments of the Government of Nunavut and public agencies.
2. Works with material of all levels of complexity, including legislation, policies, documents and discussions involving legal, medical, financial, technical, environmental, and scientific terminology.
3. Revises and corrects translated material to ensure accuracy and highest quality.
4. Participates in efforts to develop new Inuit language terminology in all fields where a need is identified, including law, medicine, finance, information technology, environment and science, including collaboration with other organizations such as the Inuit Uqausinginnik Taiguusiliuqtiit (Inuit Language Authority).
5. Where questions exist as to the proper use of the Inuit language, this position is responsible for 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.
6. Consults with client and colleagues to determine how best to transfer messages from English to the Inuit language in manner that is culturally appropriate and effective.
7. Supports departmental efforts to protect, revitalize and promote the Inuit language through its programs and other activities.
8. Uses multilingual translation memory and terminology management systems.
9. May train, mentor and supervise other translators, and positively contribute to the general use of the Inuit language in the workplace.
10. From times to times, provides consecutive or simultaneous interpreting services at official or public events.
11. 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.
12. Carries out other related duties as directed by the Senior Interpreter Translator.

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 behaviours and may cover manual aspects 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.

- Must have a post-secondary Interpreter/ Translator training certificate.
- Equivalency consisting of a combination of a post-secondary certificate in a related discipline such as languages, linguistics or education or two years' experience as a full-time Interpreter/Translator.
- Must be fully proficient in the Inuit Language and English, both orally and in writing.
- Must be knowledgeable on the use of the standardized orthography for Inuktitut.
- Must have sound knowledge of a variety of issues and specialized terminology in various fields including (but not limited to) law, medicine, finance, information technology, environment and science. A degree in any of these fields is a definite asset.
- Must possess excellent research and analytical skills.
- Must possess the ability to translate and interpret with accuracy, with great attention to detail.
- Must possess the ability to operate a computer.
- Knowledge of Government programs and services 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 occurrence of physical demands, environmental conditions, and demands on one's senses and mental demands.

Physical Demands

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

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.

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.

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.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments 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 incumbent's senses.

Reading printed material, analyzing texts and looking at a computer monitor for extended periods of time combined with artificial lights, is visually fatiguing.

Interpreting requires excellent listening skills combined with an ability to make instantaneous decisions about how to express the same ideas in a second language.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

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 time lines for various projects at the same time.

The concentration required of interpreting (especially simultaneous interpreting) is very demanding.

7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date 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 I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Head Signature</p> <p>_____ Date 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”.