

This position exercises spending authority up to \$5,000.

RESPONSIBILITIES

1. Provides French language services:

- Interprets and translates French and English written and verbal communication, directly interacting with clients, stakeholders and other agencies as required;
- Reviews and confirms text/documents to ensure the meaning is consistent with the intent and reflects the needs and level of language required by the audience;
- Analyzes and researches terminology and documentary materials in linguistic data bases as required;
- Records terminology findings particular to workers' compensation, Northern culture and the Governments of the Northwest Territories and Nunavut; and
- Remains current with new terminology, linguistic changes, etc.
- Builds and appends to the WSCC's MultiTrans TermBase and TextBase;
- Develops and implements strategies that are in line with the WSCC's Strategic Plan and the GNWT's Strategic Plan on French Language Communications and Services

2. Coordinates all required language services:

- Ensures WSCC employees, managers and senior managers provide translation services to clients, stakeholder and other agencies;
- Manages all translation services using the WSCC's translation management system, MultiTrans;
- Ensures translation completed by contractors within prescribed formats, standards and time frames;
- Administers, in conjunction with the Manager, Communications, the Request for Proposal (RFP) process to secure contract translation services;
- Researches, identifies and manages individuals, organizations or firms that provide language services other than those contracted to the WSCC;
- Manages billings and coding to reflect translation services provided; and
- Provides timely and accurate financial and budgetary information by preparing expenditure, commitment and free balance data for the quarterly budget projections and reports on variances to the Manager, Communications, as required.

3. Coordinates and compiles the WSCC's reporting on Official Languages under the *Official Languages Acts*:

- Coordinates, guides and facilitates the implementation of plans and strategies designed to meet the objectives of the Northwest Territories and Nunavut *Official Languages Acts* and Nunavut's *Inuit Language Protection Act*;
- Ensures the WSCC meets its reporting obligations under the *Official Languages Acts* and federal legislation; and
- Ensures the appropriate orientation and training of all WSCC staff respecting their legislative obligations;
- Participates in the hiring of bilingual preferred or bilingual required resources.

- 4. Liaises with the Governments of the Northwest Territories and Nunavut Language Bureaus and Official Language Commissioners, as required:**
 - Represents the WSCC on intergovernmental language working groups, committees, conferences and workshops; and
 - Represents the WSCC in meetings of the GNWT French Language Services Coordinator Committee.
- 5. Provides research advice on the provision of language services to the WSCC:**
 - Creates and maintains an inventory of language services offered by the territorial and federal governments and other organizations.
- 6. Monitors territorial, regional, local and federal language issues and requirements and ensure compliance with the *Official Languages Acts* and the *Inuit Language Protection Act*:**
 - Addresses any complaints received regarding the WSCC's Official languages communications and services;
 - Acts as WSCC's resource in interaction and consultation with the Francophone communities.

WORKING CONDITIONS

Physical Demands

As typically associated with an office environment.

Environmental Conditions

As typically associated with an office environment.

Sensory Demands

As typically associated with an office environment.

Mental Demands

In addition to those typically associated with an office environment, the incumbent may experience additional stress due to conflicting opinions and direction from various levels in the organization.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the rules and principles of the translations field: i.e., grammar, punctuation, syntax, etc., in both French and English;
- Knowledge of official languages legislation; policy and guideline, territorial and federal;
- Advanced oral and written communication skills in both French and English;
- Excellent time-management, organization and problem solving skills;
- Excellent interpersonal skills;
- Awareness of the WSCC and its programs;
- Superior analytical and research skills;

- Ability to assess and constantly evaluate priorities; and
- Ability to work independently and make sound decisions.
- Ability to Maintain Confidentiality.
- Knowledge of medical terminology is an asset;
- Knowledge of legal translation is an asset;
- Experience using a translation management system (TMS) as a translator, project manager and/or terminologist;
- Excellent communication ability in French and English, with the ability to speak, read and write in both languages.

Typically, the above qualifications would be attained by:

A degree in Translation and three years of broadly based practical experience in translation services within governmental or non-governmental agencies

OR

Five years experience as a translator in a related field.

Certification or Candidate for Certification in translation from an accredited professional association is an asset.

The incumbent must speak, read and write in English and French.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Aboriginal language: To choose a language, click here.

- Required
- Preferred

CERTIFICATION

Title: Translator/Official Languages Coordinator

Position Number(s): 97-9905

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Senior Manager</p> <p>_____ President & CEO</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	<p>_____ Date</p> <p>_____ Date</p> <p>The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.</p>

Reviewed by Human Resources: _____