

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
08-12362	Linguist	Manager, Research & Evaluation (08-54321)	08080-08-1-235-0800001-01-????	
Department		Division/Region	Community	Location
Inuit Uqausinginnik Taiguusiliuqtiit		.Inuit Uqausinginnik Taiguusiliuqtiit (08080-01)	Iqaluit	Qikiqtaaluk

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>The Linguist is the primary technical resource person to the terminologists and an essential function of the team that supports the Inuit Uqausinginnik Taiguusiliuqtiit (IUT) in advancing the use of the Inuit Language in Nunavut.</p> <p>IUT is the Inuit Language Authority (Part 2, s.15, <i>ILPA</i>), created by the Government of Nunavut to expand and enhance the use of the Inuit Language in Nunavut. IUT is a public agency overseen by a board of directors with a minimum of five members, supported by full-time staff which comprise a professional team to provide research, terminology work and linguistic expertise to carry out and implement IUT's legislative mandate.</p> <p>The Linguist conducts and/or coordinates linguistics research and provides on-going analysis and advice related to the Inuit language, its dialects and the eventual reformation of writing systems used in Nunavut. This work is aimed at increasing awareness and understanding of morpho-syntactic differences within the Inuit language and the unity of its deep-structure grammar, all with the ultimate intent of improving the ability of Nunavummiut to communicate through the development of standard non-indigenous terminologies and writing systems. The Linguist also works in collaboration with education and language specialists and government officials to develop language proficiency benchmarks and the means to evaluate the language skills for the purpose of certification. This collaborative work is intended to affect an improvement in the quality of the Inuit Language as it is used by members of the public and organizations throughout Nunavut.</p> <p>There will be an on-going professional development component to this position and the incumbent will be expected to enroll in and attend training as and when linguistics training opportunities arise the better to solidify understanding of all aspects of linguistics and the diversity of the Inuit Language as it is spoken throughout the circumpolar world.</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?

Speakers of the Inuit Language in Nunavut use three writing systems – two of which are standardized (roman orthography and syllabics developed by ICI in the 1970s) and the third (Inuinnaqtun) uses a non-standardized orthography. This poses challenges in developing new terminology that is mutually-intelligible across Nunavut, and in establishing standards for the spelling of words, as well as developing tools for evaluating proficiency in the Inuit Language for the purposes of testing and certification.

The mandate of IUT includes developing guidelines for the use of particular dialects, making decisions regarding the use of standardized orthography and establishing the means of evaluating proficiency in the Inuit Language. The role of the Linguist within the organization is to conduct research and develop consultation and training plans needed by the IUT Board to make informed decisions in these areas.

The Linguist will also develop and maintain working relationships with language authorities and professionals in other Inuit regions to stay abreast of language development activities. This will ensure that activities in Nunavut contribute to the overall advancement of the Inuit Language throughout the circumpolar region.

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 Linguist is responsible for conducting and/or coordinating linguistics research and providing on-going analysis and advice related to the Inuit language, its dialects and the eventual reformation of writing systems used in Nunavut by:

- ◆ Developing and implementing plans for linguistics research and development of a system of rationalized documentation of traditional and contemporary terminologies;
- ◆ Reporting and providing technical advice to the IUT Board and the IUT staff;
- ◆ Providing technical advice to government and education officials on the use of dialects and standardized writing systems in relation to departmental initiatives and measures designed to enhance the quality of the Inuit Language;
- ◆ Working in collaboration with education and government officials to develop benchmarks of language proficiency and the means to evaluate the language skills for the purpose of certification in the school system, public service, and among language professionals;
- ◆ Consulting with government, education, private sector, media, and Inuit organizations to identify possible mechanisms for standards – including writing systems and grammar – that will ensure the on-going advancement of the quality of the Inuit Language;
- ◆ Participating in public consultations and colloquia on proposed language standards;
- ◆ Working with partners in government, Inuit organizations, the private sector, the education system, and media to develop and implement, monitor and evaluate plans aimed at improving the quality of the Inuit Language used in their written and spoken communications;

- ◆ Working with the Manager, Language Marketing to develop communication tools to promote greater understanding of standardized writing systems, dialects and/or traditional terminology;
- ◆ Reviewing the work of Taiguusiliuqtiit's terminologists to ensure it complies with standardized writing systems and to identify any issues in terms of the use of dialects;
- ◆ Receiving and responding to queries from the public and organizations regarding the use of standardized terminologies, writing systems or dialectal differences; and
- ◆ Carrying out other related duties as assigned by the Manager, Research and Evaluation.

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:

- ◆ Good analytical knowledge of the morphosyntactic structure of the Inuit Language, including its phonology and grammar
- ◆ Knowledge of language rights, collective agreements, contract procedures, government policies, legislation and regulation, government records management and computer applications
- ◆ Knowledge of accepted communication practices and principles and delivery techniques
- ◆ Knowledge of the history, realities and needs of Inuktitut across Nunavut
- ◆ Knowledge of Inuit language, communities, culture, land and Inuit Qaujimagatuqangit
- ◆ Knowledge of traditional Inuktitut terminology, word formation, and general knowledge of the status of Inuktitut.
- ◆ A solid understanding of the phonological, morphological and syntactical structures of Inuktitut.
- ◆ Excellent written and oral skills in Inuktitut and English are required

Skills:

- ◆ Strong organization skills, combined with flexibility and the ability to multi-task;
- ◆ Strong writing skills in the Inuit Language, in *qaniujaaqpait* (ICI standard syllabics) or *qaliujaaqpait* (ICI standard roman orthography);
- ◆ Excellent research skills
- ◆ Excellent communication skills to be able to work effectively with the public and government officials

Abilities:

- ◆ The ability to review literature, write up analyses, and present research findings;
- ◆ The ability to plan and facilitate workshops;
- ◆ The ability to work toward consensus with individuals and organizations on controversial issues;
- ◆ The ability to work well with a team;
- ◆ The ability to manage one's own time, and meet deadlines with minimal supervision;
- ◆ Ability to consult with a broad range of language stakeholders, including elders, translators, linguists, youth and educators.
- ◆ The ability to keyboard in either *qaniujaaqpait* or *qaliujaaqpait*.
- ◆ Able to develop personal language skills and knowledge on an on-going basis

These skills and knowledge are normally acquired through:

- ◆ A post-secondary diploma from a recognized educational institution as an interpreter/translator in Inuktitut or an Inuinnaqtun Language Revitalizational Certificate, with a minimum of 2 years work experience in interpreting, translating, or a related field.

An acceptable combination of education and related work experience may be considered in lieu of formal education requirements.

Assets:

- ◆ A degree in Linguistics from a recognized post-secondary institution is considered a strong asset.
- ◆ Completion of Interpreter/Translator studies, Inuit Studies, or Aboriginal Language Revitalisation are considered assets.

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.

- ◆ Daily use of computers and other office equipment for long periods of time can cause back, wrist, neck and eyestrain.
- ◆ Much time is spent in a sitting position with frequent opportunity to move about.
- ◆ The incumbent may be required to travel. Travel is almost entirely by air and is sometimes on small aircrafts in adverse flying conditions and for extended time-periods.
- ◆ Extended work hours are necessary on occasion to complete projects and to address immediate concerns. Fatigue may result.

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.

- ◆ This position would require some traveling, which may entail time away from the office and home.
- ◆ The incumbent works in a typical office setting, and can be politically sensitive in nature.
- ◆ Frequent winter storms and summer fog delay many airline schedules which may strand a traveller for extended periods.
- ◆ Accommodations in the communities may lack hotel-type amenities, dietary choice, and privacy.

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 though one or more of the incumbents' senses.

- ◆ The incumbent will work with computers several hours daily and on occasion other miscellaneous electronic equipment.
- ◆ Reviewing and writing detailed electronic and hard-copy documents and reports for accuracy and correctness can cause eyestrain and other physical discomforts.

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.

- ◆ May have to meet tight deadlines necessitating long hours of work.
- ◆ The incumbent is subject to handle excess volumes of work that may require working overtime and/or during non-standard working hours such as weekends or holidays in order to minimize client disruption while completing scheduled tasks. This can lead to mental fatigue, tension and irritability.
- ◆ The incumbent must be extremely perceptive to detail and is required to ensure their work is accurate. This attention to detail requires multiple cross-referencing, fact checking, and repetitive reviewing which may cause considerable stress.

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>_____ Inuit Uqausinginnik Taigusiliuqtiit Board/Chair</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”.