

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code
08-12364	Terminologist/Researcher	Manager, Research & Evaluation	08080-08-1-235-0800001-01-????
Department	Division/Region	Community	Location
Culture & Heritage	Inuit Uqausinginnik Taiguusiliuqtiit	Iqaluit	Iqaluit

2. PURPOSE

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

The Terminologist position supports the efforts of the Inuit Uqausinginnik Taiguusiliuqtiit (Taiguusiliuqtiit) to advance the use of the Inuit Language in Nunavut through the development of new terminology.

The Taiguusiliuqtiit is a language authority, created by the Government of Nunavut to expand the use and enhance the quality of the Inuit Language in Nunavut. Taiguusiliuqtiit will be made up of a board with a minimum of five members, supported by full-time staff who will act as a team to provide research, terminology work and linguistic expertise.

The Terminologist/Researcher conducts the research needed for the Taiguusiliuqtiit Board to make informed decisions about new standard terminology. He/she also plays an important role in promoting new terminology that has been developed. This position is specifically focused on expanding the use of the Inuit Language among private sector and media organizations although the incumbent will support the work of the entire linguistic team at Taiguusiliuqtiit. The incumbent will take part in outreach to private sector and media organizations to determine their needs regarding terminology, to promote the use of standard Inuit terminology and to evaluate its effectiveness. The end result will be an improvement in the ability of private sector and media organizations, as well as the public at large to use the Inuit Language in a variety of endeavours.

To continue developing, on an on-going basis, the skills and knowledge involved with this position, the incumbent is required to participate in regular training that will ensure he/she is up to date on the latest developments in terminology work and related computer applications.

3. SCOPE

Describe in what way the position contributes to and impacts on the organization.

Over the course of the last century, the Arctic environment and the people who live there have experienced a series of upheavals that have transformed many aspects of the Inuit way of life. While the Inuit Language has successfully evolved in response to these changes, it nonetheless lacks consistent terminology to describe hundreds of new concepts used in government, law, scientific research, formal education, technology, as well as aspects of daily life and popular culture.

As private sector organizations and the media expand their use of the Inuit Language they require new terminology in the Inuit Language to express many such concepts. The mandate of Taiguusiliuqtiit includes developing standardized terminology and expressions in the Inuit Language that are accurate, consistent and adaptable to Nunavut's various dialects.

The role of the Terminologist/Researcher within the organization is to conduct the research and consultations needed for the Taiguusiliuqtiit board to make informed decisions about the approval of new terminology in a number of fields that will be used by private sector and media organizations.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.

- Consulting with private sector organizations in Nunavut, including companies, non-profit organizations and media outlets to identify their needs regarding terminology in the Inuit Language;
- Receiving and responding to requests from private sector organizations for standard terminology;
- Answering queries from all organizations or the public regarding standard terminology in the Inuit Language;
- Reviewing and making recommendations regarding texts (including those that will appear on public signs) that are submitted by private sector organizations for quality control;
- Researching and documenting the full meaning of terminology to be developed, including in highly specialized fields such as medicine or justice;
- Researching terminology that is already being used in the Inuit Language for a particular concept;
- Consulting with Elders and other language experts through workshops and on-line forums to solicit input on new terminology;
- Participating in regular meetings with Taiguusiliuqtiit staff to discuss language issues and prepare submissions to Taiguusiliuqtiit members;
- Working with the Manager of Language Marketing to develop programs and language resources that promote greater awareness of new terminology;
- Following up with private sector organizations to evaluate the effectiveness of new terminology that has been developed;
- Participating in training programs related to terminology and/or linguistics;
- Carrying out other related duties as assigned by the Manager of Research & Evaluation.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

The incumbent must have the following qualifications:

- Certification by the *Nunattinni Katujjiqatigiit Tusaajinut* as a translator, or a minimum of two year's experience as a language professional;
- Excellent research skills;
- Experience working with unilingual elders;
- The ability to plan and facilitate workshops;
- The ability to make verbal presentations;
- The ability to write reports;
- The ability to work toward consensus with individuals and organizations on controversial issues;
- The ability to use a computer and to conduct research via the internet;
- The ability to work well with a team;
- Strong organizational skills, combined with flexibility and the ability to multi-task;
- The ability to manage one's own time, and meet deadlines with minimal supervision;
- A commitment to enhancing one's language skills and knowledge on an on-going basis.

Language Profile

In accordance with Section 12. 2(c) of the *Inuit Language Protection Act*, this position has the following language requirements, which are a justified part of the occupation:

- Full spoken and written proficiency in the Inuit Language with the ability to understand other dialects, including Inuinnaqtun;
- An ability to write the Inuit Language, in either *qaniujaaqpait* (ICI standard syllabics) or *qaliujaaqpait* (ICI standard roman orthography);
- The ability to keyboard in either *qaniujaaqpait* or *qaliujaaqpait*.

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.

Strain from long hours spent working at a computer.

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.

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.

None identified other than regular duties.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

Long hours of research.

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”.