

**1. IDENTIFICATION**

Position No.	Job Title	Supervisor's Position	Financial Code	
08-14675	Editor/Reviewer	Senior Interpreter/Translator (13652)	08150-01-4-235-0815010-01-????	
Department		Division/Region	Community	Location
Culture & Heritage		Translation Bureau	Iqaluit	Qikiqtaaluk

**2. PURPOSE**

Main reason why the position exists, within what context and what the overall end result is.
<p>The Editor/Reviewer is a highly specialized position that is essential for the Government's commitment to deliver quality interpreting and translation services and communications to the public in Nunavut's Official Languages. The position is responsible for proofreading, reviewing and editing Inuktitut written materials translated by the Translation Bureau for the departments of the Government of Nunavut and public agencies. The position works closely with other Government departments to ensure that written materials translated into Inuktitut are of the highest quality by working with the interpreter/translators, the terminologist, language researchers, and the translation memory support officer.</p> <p>The Editor/Reviewer and its contribution to the on-going development of Inuktitut is crucial to the Government's commitment to fulfill its legal obligations under the <i>Official Languages Act</i> 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 <i>Inuit Language Protection Act</i>.</p> <p>The Department of Culture and Heritage was created to safeguard and promote Nunavut's culture, heritage, and language. As the lead department, there is an expectation for every position to support and implement this mandate. The incumbent is expected to ensure the Inuit language and culture including Inuit Societal Values and Inuit Qaujimagatuqangit 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, and publications and notices.</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?
<p>Located in Iqaluit and reporting to the Translation Bureau's Senior Interpreter/Translator, the Editor/Reviewer proofreads, edits and reviews Inuktitut translations for the departments of the Government of Nunavut and public agencies. Government translations must be provided using Inuktitut of the highest quality and in standardized orthography as this has a fundamental impact on the Government's ability to deliver programs and services that are relevant, accessible, and accountable to the public it serves.</p>

The scope of the material the Editor/Reviewer will process is extremely broad, ranging from simple communications with the public, to complex legal or medical documents and/or legislation. A high level of skill is required to ensure accuracy of these documents.

As Inuktitut lacks standardized terminology for many expressions that are common in the work of government, the Editor/Reviewer is required to consult with language experts and Elders on appropriate terminology or expressions in Inuktitut. From time to time the incumbent may be required to create new terminology where none existed previously. Therefore, it is essential for this position to work closely with Inuit Uqausinginnik Taiguusiliuqtiit [(IUT) - Inuit Language Authority] for their input.

#### 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.**

**Provides quality, highly proficient revision services of Inuktitut and English texts of varying complexity, subject matter and length by:**

- ◆ Editing, reviewing and proofreading written Inuktitut and English material to ensure accuracy and providing it 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;
- ◆ Studying and analyzing 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 Editor/Reviewer staff, Senior Interpreter/Translators, or their staff for clarification and to ensure the full meaning of the original text is conveyed properly;
- ◆ Advising the Project Manager or client on any areas that may give rise to questions and provide suggestions on alternative wording if needed;
- ◆ Supporting the work of the Translation Memory Support Officer to develop and maintain an online translation and terminology database;
- ◆ Participating in standardizing Inuktitut translations for Nunavut-specific terminology for use in Government of Nunavut documents;
- ◆ Reviewing/Editing and producing completed texts at a rate that meets the standards that are set; and
- ◆ Providing translation services of written material to ensure accuracy when Translator/Interpreters are not available or when required.

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

- ◆ Conducting extensive linguistic research with regard to any of the duties listed for this position by consulting with Elders and other language experts [e.g., Terminologist, Inuit Uqausinginnik Taiguusiliuqtit (IUT) – Inuit Language Authority];
- ◆ Supporting the research and/or promotion of activities of Inuit Language Researchers, Terminologist(s) and IUT; and
- ◆ Providing linguistic or terminological information in response to inquiries from other Canadian jurisdictions.

**The Editor/Reviewer Inuktitut will also achieve results by:**

- ◆ Supporting the work of the Senior Interpreter/Translators, Operations Manager, Project Manager, Terminologist and Translation Memory Support Officer; and
- ◆ 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. The Editor/Reviewer may also advise the Senior Interpreter/Translator as to who within the team may benefit from suggested courses or workshops for professional development based on the continuous review and editing of translated documents of the Interpreter/Translators.

**Performing other duties as assigned by the Senior Interpreter/Translator, 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:**

- ◆ Theories, principles and practices on language development, translations and editing and reviewing;
- ◆ 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 (law, medicine, finance, justice, information technology, environment and science).

### **Skills:**

- ◆ Demonstrably effective communication skills in dealing with peers, clients and staff;
- ◆ Strong research techniques, analytical skills and knowledge of relevant reference material;

- ◆ Excellent time management skills in order to meet conflicting deadlines; and
- ◆ Computer skills and experience using MS Office Suite, Outlook, and the Internet.

**Abilities:**

- ◆ Bilingual with the ability to speak, read and write in English and Inuktitut at an advanced level of proficiency;
- ◆ Ability to review and edit written communications with accuracy and great attention to detail;
- ◆ Ability to take initiative and work as a team;
- ◆ Ability to work in a cross-cultural environment; and
- ◆ Demonstrated ability to translate complex, confidential and time sensitive documents (e.g., paralegal, financial, economic and development, information technology, health, human resources or education related).

**This combination of knowledge, skills and abilities would normally be acquired through:**

- ◆ Completion of a 2-year post-secondary Interpreter/Translator diploma; and
- ◆ Two (2) years of experience in interpreting/translating in Inuktitut and English or directly related work.

An acceptable combination of education and related work experience may be considered.

**Assets:**

- ◆ Affiliation or membership with a nationally recognized association such as the Canadian Translators, Terminologists and Interpreters Council (CTTIC) or The Association of Translators and Interpreter of Ontario (ATIO);
- ◆ Post-secondary education or degrees in the fields of law, medicine, finance, justice, information technology, environment, and/or science;
- ◆ Knowledge of computer-assisted translation tools, such as MultiTrans; and
- ◆ Knowledge of Inuit language, communities, culture, land and Inuit Qaujjimajatuqangit.

## 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
- ◆ 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 aircraft, in adverse flying conditions, and for extended time-periods.

### 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 in a typical office setting. However, during the year the incumbent may be exposed to adverse environmental conditions, such as extreme weather when traveling to other remote communities.
- ◆ The incumbent will be required to work in an environment with very tight deadlines. The deadlines and volume of work created by the sitting of the Legislative Assembly is 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 these 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 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.

- ◆ Reading printed material and looking at a computer monitor for extended periods of time combined, with artificial light, is visually fatiguing.
- ◆ Proofreading and editing requires excellent reading, attention to detail, and analytical skills and an ability to make instantaneous decisions about how to express the same ideas in a second language

### 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 proofreading/editing assignments. Legislative Assembly sessions tend to be demanding in this role as the incumbent is usually working under several tight timelines for various projects at the same time. The concentration required to ensure that the Inuktitut being used is correct and conceivable to the unilingual speaker can become very demanding.
- ◆ Editor/Reviewers 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**

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<hr/> <p>Supervisor Title</p> <hr/> <p>Supervisor Signature</p> <hr/> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<hr/> <p>Deputy Minister</p> <hr/> <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”.**