



## Nunavut Planning Commission Inuktitut Translator Trainee Job Description

### General Information

<b>Job Title:</b>	Inuktitut Translator Trainee	<b>Status:</b>	
<b>Department:</b>	Translation	<b>Reports To:</b>	Director, Community Engagement & Translations

### Purpose of Position

Under the direction of the Director of Community Engagement and Translations, the incumbent trainee will be providing Inuktitut-English interpreting and translating services to the Nunavut Planning Commission. The incumbent is responsible for providing administrative and office support, document management and storage for the Commission office based in Arviat. As this is a training position, the incumbent will be working with and mentored by current Interpreters/Translators of the Commission.

### Impact

Under Article 11, Land Use Planning of the Nunavut Agreement, Nunavut Planning Commission policy and pending legislation, the Nunavut Planning Commission has a legal obligation to conduct its business in Canada's official languages. Effectiveness in carrying out the responsibilities of this position is critical to the proper transfer of information upon which decisions of the Commission are based.

As the Commission is responsible for developing land use plans that reflect Inuit priorities and values, which involves extensive engagement with Nunavummiut and Stakeholders, this requires a strong administration and support staff. This position is essential to provide effective administrative support for the staff of the Commission's office located in Arviat and with the administrative staff of the Iqaluit office.

### Essential Duties and Responsibilities – Translation

1. Learn to provide and become comfortable in performing simultaneous and consecutive interpreting services in English and Inuktitut: provide written translation services in English and Inuktitut by:
  - Performing simultaneous translations from Inuktitut to English or vice versa, as required.
  - Attending internal and external meetings, forums, symposiums, etc. and providing oral and written translations.
  - Translating written materials (e.g., reports, briefings, letters, policy papers, meeting minutes, work plans, etc.) of varying length and complexity, in a form appropriate to the language concerned within allocated timelines.
  - Translating materials from English to Inuktitut or vice versa by means of keyboarding, handwriting, one on one interactions and on-sight translations from/to audio tapes or other mediums as required.
  - Consulting with the Director of Community Engagement and Translations and/or Executive Director prior to interpreting assignments and key people involved prior to interpreting assignments.
  - Ensuring the confidentiality of the documents translated and those to be translated, as well as topics covered during simultaneous translations.
2. Skills development:
  - Proofread Inuktitut - English translated materials prior to returning to originator or being released for use.
  - Review and where necessary edit the work of other translators contracted to do translation work for the Commission.

- Consult with staff regarding difficult or complex words and concepts, specific passages, etc. to ensure correct translation.
  - Consult with Director of Community Engagement and Translations on the scheduling of translation and interpreting assignments for the Commission.
  - Learn the Nunavut Agreement and Nunavut Planning and Project Assessment Act and understand how applies and relates to the Commission.
3. Translation and audio equipment:
- Accountable to ensure translation and audio equipment inventory and secure storage.
  - Responsible for equipment sanitization (mic, interpreter console, receivers, and headphones).
  - Learn how to use, set up and take down, and maintain all translation and audio equipment, as well as communication apps, such as Teams and Zoom.
4. Be willing to take further educational program in Interpreter/Translator as per a development plan elaborated with the Director of Community Engagement and Translations.

### **Other Duties and Responsibilities**

1. Advice and training:
- Work with staff on communication issues to ensure correctness of terminology, common usage of terms, concepts, etc.
  - Support staff participation with the IQ Education and In-Services training.
  - Work with other staff to develop a clear understanding of the Commission Business and mandate.
2. Assist with the translation of promotional materials and public documents:
- Assist in the preparation and placement of Commission Public Information items.
  - Assist with the posting of all Inuktitut materials on the Commission website, promotional materials, advertisements, and marketing paraphernalia.
  - Translate contents of the Commission website.
3. Perform other related duties as deemed appropriate by the Director of Community Engagement and Translations and the Executive Director.

### **Essential Duties and Responsibilities – Administrative and Office Support**

1. Reception:
- Answer and direct incoming telephone calls.
  - Receive, record, and distribute incoming and outgoing mail and faxes.
  - Greet visitors.
  - Provide oral translations as and when required.
2. Administrative support:
- Maintain accurate files, records, and correspondence both in hard copy and electronic systems.
  - Responsible for the Arviat office filing systems (electronic and paper) and office organization.
  - Photocopy and collate documents for distribution, mailing and filing.
  - Work in collaboration with the Travel and Administration Clerk and the Executive Assistant/Office Administrator for the arrangement of meetings, schedules, and travel accommodations for Arviat office and staff.
  - Assist HR Officer with onboarding new employees and end of employment processes located in Arviat office.

- Assist the Finance Department with sorting, processing, and verifying receipts, expenditures, travel and expense claim forms and other documents related to Arviat office and staff.
  - Provide clerical support and assistance to the Director of Community Engagement and Translations.
  - Maintain safety and hygiene standards of the reception and kitchen areas.
  - Other office and administrative duties as required.
  - Complete new staff Commission orientation.
3. Maintain Arviat office supplies:
- Order and maintain an inventory of office supplies.
  - Ensure availability of coffee/tea supplies for office use.
  - Work in collaboration with the Executive Assistant/Office Administrator for ordering the sealift supply orders.
  - Any other duties as required.

### **Knowledge**

- Complete fluency in English and Inuktitut.
- Familiar with complex terminology unique to planning and land use management and legislation would be beneficial.
- Must have a minimum of knowledge with and able to learn the use of all interpreting, sound and recording equipment.
- Familiar with the Nunavut Agreement.
- Familiar with Microsoft Office software (Word, Excel, PowerPoint, Publisher), and Adobe.

### **Ability**

- Ability to summarize complex ideas and principles in English and Inuktitut.
- Ability to plan and organize time.
- Become proficient in solving problems - the incumbent is required to determine the wording and intent of information that is being provided in order to determine wording of translation and interpretation. The incumbent may be required to orally assist unilingual members with computer, connection issues, and to access electronic documents.
- Grammar, editing and proofreading.
- Become proficient in providing simultaneous and consecutive interpretation.
- Ability to work independently.
- Works well with others and can multitask.
- Adept at prioritizing and scheduling.
- Must be able to work under strict timelines and deal with the pressure of the position while maintaining a good spirit.
- Able to proficiently use interpreting equipment (headphones, microphones, interpreter's console, etc.).
- Able to handle office equipment (e.g., the telephone system, printer, copier, scanner, and postage meters machine).
- Ability to communicate in a courteous and patient manner.
- Become proficient in interpreting at workshops, community and public meetings attend by diverse members of the public which requires simplifying complex issues into their simplest terms.
- Proficient in computer keyboarding English and Inuktitut.
- Fast and eager learner.

### **Skills**

- Communications – able to engage in effective dialogue by expressing oneself clearly, concisely, and openly while demonstrating understanding and respect:

- Demonstrates understanding.
- Conveys ideas and information clearly and concisely.
- Expresses oneself in a manner appropriate to the audience.
- **Attention to detail is required – verification and accuracy.**
- Writing skills involving a good comprehension and sound mastery of complex terminology unique to land use planning, management, and legislation.
- Editing and proofreading skills.
- Able to work under pressure.
- Customer-focused
- Organized and resourceful
- Self-motivated to learn more about Inuit Qaujimagatuqangit, simultaneous interpretation and translation and is proactive in personal development.

### **Education**

- Diploma in Interpreter Translation Program from Nunavut Arctic College or other Post Secondary Institution with experience in providing interpreting/translating services.
- Valid driver's license.

### **Experience**

- Two years' experience in providing interpreting/translating services is required, and equivalencies will be considered.
- Training as a translator or interpreter is desirable.
- Candidate must pass a criminal records check.

### **Theories and Principles**

A good understanding is required of the principles and theories of human, economic, physical geography and ecological processes in an Arctic environment, land use planning processes, social development, community consultation and interview techniques, sustainable development, challenges, and opportunities related to the conservation and development of renewable and non-renewable resources in the Nunavut Settlement Area and a general understanding and knowledge of Inuit cultural practices.

### **Physical Demands**

- Travel by aircraft, watercraft, snow machine or automobile involves sitting in tight, often cramped spaces for many hours at a time.
- The travel may involve exposure to inclement weather and rough terrain.
- The exposure to the glare from a computer screen, sitting and focusing on reading for long periods of time may lead to eye, neck, and back strain. Repeated use of finger and wrist muscle when using a keyboard can cause muscular pain or carpal tunnel syndrome.
- Extended periods of interpreting may be exhausting.
- The work may sometimes require the lifting and moving of heavy loads, such as translation and audio equipment, from and to the Commission storage or during business travels.

### **Work Environment**

There is a continuous requirement to deal with lack of privacy, numerous interruptions, frequent time pressures and deadlines on projects, reports and briefing notes, multiple changing priorities, lack of control over pace of work, and very strict timelines for document turnaround.

## Travel

- There is a need to travel public / government meetings, workshops or training which may require periods of time away from home (a few days to 1 to 2 weeks, minimum 4 times per year) and adjustments to different schedules and hours of work.
- Due to flight scheduling in the north, travel on weekends and nights is often required.
- Longer workdays/nights.

## Psychological & Mental Stress

- Peak periods require the incumbent to constantly exercise organization and priority setting skills. Usually physical (exhaustion) and mental stress (balancing multiple demands) develop during these times.
- Tight deadlines, financial restraints, conflicting priorities, multiple demands, and fast paced workload may lead to stress, anxiety and mental fatigue.
- While attending meetings, workshops, hearings, or training there may be extended periods where sustained attention and intellectual effort will be required placing increased pressure on the psychological / emotional effort required of the incumbent.

## Physical Environment

- The work is performed in an open office environment and involves continuous exposure to noise and confined office space and involves sitting for long periods both in the office and during meetings, workshops, and consultations, as well as exposure to video screen glare for 80% of working time.
- The remaining 20% of time may be at communities or remote mining and resource development sites, with extreme weather conditions, long periods of darkness and insects.
- Travel by aircraft, watercraft, snow machine or automobile involves sitting in tight, often cramped spaces for many hours at a time.
- The travel may involve exposure to inclement weather and rough terrain.

## Computer Work

- The exposure to the glare from a computer screen, sitting and focusing on reading for long periods of time may lead to eye, neck, and back strain.

### Validation of Job Description

This Job Description has been reviewed by and agreed to by the Executive Director and the Incumbent.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Incumbent

Date: \_\_\_\_\_

Date: \_\_\_\_\_