

JOB DESCRIPTION

JOB TITLE: TRANSLATOR
ORGANISATION: GwE
GRADE: S4 (31-34)



OVERALL JOB PURPOSE

To translate all variety of documents into English and Welsh. To provide a simultaneous translation service from Welsh into English at meetings across the North Wales region.

PRINCIPAL ACCOUNTABILITIES / KEY TASKS

1. To provide a simultaneous translation service at meetings across the North Wales region. This is a service from Welsh into English only.
2. To provide the above service as required by GwE in the event of meetings being held jointly with other organisations.
3. To ensure that the translation equipment is in good working order at all times.
4. To translate a variety of documents into English and Welsh.
5. Checking your own work and the work of other team members to ensure consistency in style, vocabulary and so on.
6. Proof read documents that are sent to the Translation Unit in order to ensure an appropriate style, precision of language, correct vocabulary and so on.
7. To commission work from external translators (individuals and companies), as required.
8. To oversee the quality of the translation work by external organisations.
9. To support the development of the service and its delivery through business planning, target setting, appraisals, training needs, benchmarking and the preparation, publication and regular review of appropriate performance data.
10. To support the development of the service through joint and collaborative working with other public sector organisations and, where appropriate private sector organisations.
11. Consultation with internal and external agencies to formulate an effective translation service linked with the Welsh Language Policy.

DEMANDS WITHIN THE JOB

Physical demands

- *Carrying heavy and awkward translation equipment periodically for use in meetings outside GwE Offices.*
- *The ability to operate technical translation equipment and record meetings and resolve any technical difficulties.*

Mental demands

- *Sustaining periods of intense concentration in a pressurised environment to provide a prompt and accurate simultaneous translation service for service users.*
- *Working under pressure to meet strict deadlines and completing tasks quickly and accurately with the ability to prioritise as required.*

Emotional demands

- Translating in difficult and sensitive conditions when required.

WORK ARRANGEMENTS

Working week:

- 37 hours per week (Monday – Friday).

Location:

- To be discussed

Bilingual Requirement (Welsh & English):

- ESSENTIAL

FLEXIBILITY

Your attention is drawn to the fact that in some cases, particular duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept levels of flexibility in duties and responsibilities and when necessary, interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Person Specification: Translator

CRITERIA	ESSENTIAL:	DESIRABLE
EDUCATION & TRAINING	<ul style="list-style-type: none"> A degree in Welsh or any other relevant subject. 	<ul style="list-style-type: none"> Membership of the Association of Welsh Translators and Interpreters.
EXPERIENCE	<ul style="list-style-type: none"> Proven skills in translating reports and documents Experience of undertaking simultaneous translation 	
KEY QUALITIES	<ul style="list-style-type: none"> The ability to communicate/ engage with officers and members. A commitment to oral and written bilingualism. An appreciation of the function and importance of bilingualism in the administration and the politics of local government. Knowledge of local authority procedures generally – specifically the provisions safeguarding bilingualism. The ability to respond flexibly and creatively to any new circumstances that may arise in future. 	
JOB SPECIFIC KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> A willingness to seek advice on complex / technical documents, e.g. legal, financial to ensure a clear understanding of the context. The ability to deal with a substantial written workload and to provide translations in a timely fashion to meet strict deadlines and to accomplish tasks through prioritisation. • Good communication skills - written and oral. An appreciation of the need to respect confidentiality in dealing with sensitive information. Good problem solving skills. The ability to concentrate for prolonged periods under considerable pressure. The ability to collate statistical information as evidence of compliance with key performance indicators. A working knowledge of IT and Microsoft 	<ul style="list-style-type: none"> ECDL Qualification

	<p>Office applications.</p> <ul style="list-style-type: none">• Attention to detail, accuracy and quality.• The ability to work to a work programme with strict deadlines/closing dates.• The ability to prioritise work.• The ability to deal with staff and service users in a courteous, professional and effective manner.• The ability to work as part of a team and on own initiative.	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none">• A valid driving licence and access to transport.	