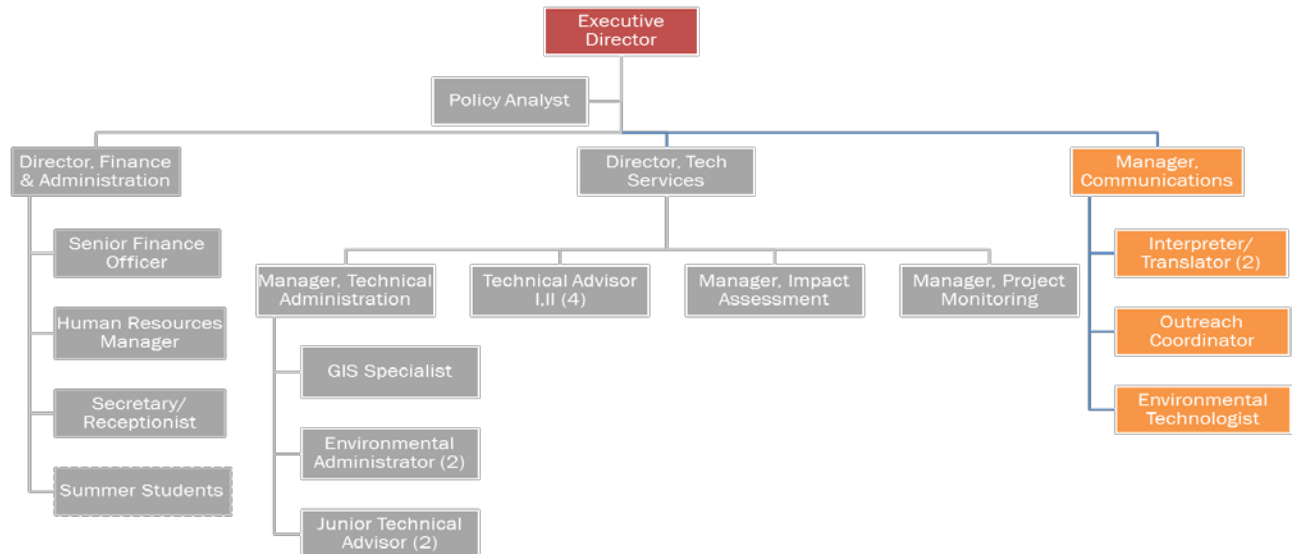




# NIRB Human Resource Position Descriptions

## I. General Information

<b>Position / Title:</b>	Interpreter/Translator I	<b>Date in Effect:</b>	October 31, 2015
<b>Department:</b>	Communications	<b>Reports To:</b>	Manager, Communications



## II. Purpose of Position

The Interpreter/Translator I is responsible for providing professional Inuktitut-English and/or Inuinnaqtun-English interpretation and translation services to the Nunavut Impact Review Board (NIRB).

## III. Essential Duties and Responsibilities

1. Provide simultaneous and consecutive interpreting services in Inuktitut/Inuinnaqtun-English:
  - Advance review of materials prior to interpreting assignments, if required
  - Ensure all interpreting equipment is on-site as needed and is secured against harm and theft
  - Perform interpreting from Inuktitut or Inuinnaqtun to English or vice versa, as required for public meetings, hearings, conference calls and board meetings
  - Assist in arranging for additional interpreting services support as required
2. Ensure proper maintenance, set up and use of interpreting equipment (headphones, microphones, interpreter's console, etc.) as needed.
3. Provide translating services in Inuktitut/Inuinnaqtun-English:
  - Translate reports, briefings, letters, reviews, meeting minutes, work plans, etc. of varying length and complexity, in a form appropriate to the language of Inuktitut, Inuinnaqtun or English
  - Consult with writer(s) regarding difficult or complex words and concepts, specific passages, etc. to ensure correct translation
  - Review, and where necessary, edit the work of other translators contracted to do translation work for the Board
  - Proof read Inuktitut/Inuinnaqtun-English translated materials prior to returning to originator or being released for use

- Liaise with contracted translators as required

#### IV. Other Duties and Responsibilities

1. Assist in the preparation and design of Annual Reports, brochures and other documents produced by the Nunavut Impact Review Board.
2. Organize and/or deliver Inuktitut/Inuinnaqtun training to non-fluent Board and Staff members.
3. Other duties as assigned.

#### V. Qualifications

<b>Knowledge of:</b>	<ul style="list-style-type: none"> <li>▪ Provisions of the Nunavut Land Claims Agreement and Nunavut Planning and Project Assessment Act</li> <li>▪ Awareness of the social, cultural and economic setting of Nunavut</li> <li>▪ Extensive knowledge of specialized terminology in various fields, including (but not limited to) law, medicine, finance, information technology, environment and science</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ Complete oral and written fluency in English and Inuktitut or Inuinnaqtun</li> <li>▪ Proficiency in the use of ICI standardized orthographies for Inuktitut or Inuinnaqtun;</li> <li>▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint)</li> <li>▪ Computer keyboarding- English and Inuktitut</li> </ul>
<b>Ability:</b>	<ul style="list-style-type: none"> <li>▪ Ability to summarize complex ideas and principles in English, Inuktitut and Inuinnaqtun</li> <li>▪ Ability to plan and organize time</li> <li>▪ Grammar, editing and proofreading</li> <li>▪ Ability to provide simultaneous and consecutive interpretation</li> <li>▪ Use of interpreting sound equipment</li> <li>▪ Oversight of work of professional translators and interpreters</li> <li>▪ Ability to communicate in a courteous and patient manner</li> </ul>
<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Certification by the Nunattini Katujjiqatigiit Tusaajinut or a certification from a recognized translator/interpreting training program, or education program;</li> <li>▪ College level diploma in a relevant field</li> <li>▪ Alternative acceptable education and training preparation includes High School (Grade 12) Diploma or equivalency with 5 years' work experience in positions with similar work responsibilities</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ A minimum of five years' experience in the field of interpretation or translation;</li> <li>▪ Personal and professional experience in the Arctic or in a cross-cultural setting</li> </ul>

#### VI. Physical Demands

- Work requires extended periods of sitting while using interpreting equipment, computers, talking on the telephone and attending meetings and workshops

- Able to lift 25 pounds
- Able to work in all weather conditions
- May be periodically subjected to physical fatigue caused by long or extended hours
- Possible overtime required
- The incumbent may be subjected to extended periods working while seated at a computer
- The incumbent is required to travel to various locations throughout Nunavut and elsewhere for meetings, consultations and other NIRB activities. This may involve possible exposure to hazardous weather conditions, elevated noise levels and travel in a variety of vehicles

**VII. Work Environment**

- Work inside is in a clean, well-lit office or facility
- Exposure to simultaneous demands and tight deadlines plus travel away from home may result in stress
- Extensive travel and time away from home is required

**VIII. Mental Demands**

- This position requires, at times, constant interaction to provide interpreting services
- Prioritizing tasks and meeting deadlines
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources