



# NIRB Human Resource Position Descriptions

## I. General Information

<b>Position / Title:</b>	Interpreter/Translator	<b>Date in Effect:</b>	January 03, 2024
<b>Department:</b>	Communications	<b>Reports To:</b>	Director, Communications

## II. Purpose of Position

The Interpreter/Translator is responsible for providing professional Inuktitut-English and/or Inuinnaqtun-English interpretation and translation services to the Nunavut Impact Review Board (NIRB). This position is expected to promote the adoption and usage of Inuktitut/Inuinnaqtun language within the impact assessment process and NIRB operations.

## 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
  - Ensure proper maintenance, set up and use of interpreting equipment (headphones, microphones, interpreter’s console, etc.) as needed.
2. 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
  - Proofread Inuktitut/Inuinnaqtun-English translated materials prior to returning to originator or being released for use
  - Liaise with contracted translators as required
3. Advocate for increased representation of Inuktitut/Inuinnaqtun within the impact assessment process:
  - Advise NIRB staff on communications to ensure correctness of terminology, common usage of terms and/or concepts
  - Conduct research by consulting with Elders and other language experts, such as the Inuit Uqausinginnik Taiguusiliuqtiit, as well as subject matter experts

## 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 and assess level of fluency to support performance evaluations.
3. Other related duties as assigned.

## V. Qualifications

<b>Knowledge of:</b>	<ul style="list-style-type: none"><li>▪ Provisions of the <i>Nunavut Agreement</i> and <i>Nunavut Planning and Project Assessment Act</i></li><li>▪ The social, cultural and economic setting of Nunavut</li><li>▪ 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 contracted 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 10 years' work experience in positions with similar work responsibilities</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>▪ Significant experience in the field of interpretation or translation required</li><li>▪ Personal and professional experience in the Arctic or in a cross-cultural setting considered a strong asset</li></ul>

## VI. Physical Demands

- Able to lift 25 pounds
- Occasional exposure to cold temperatures, extended darkness/daylight hours and extreme weather conditions given Arctic location
- Extended periods working while seated at a computer
- Must 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
- Work outside may have some exposure to weather
- Work can sometimes be stressful
- Frequent travel required

## **VIII. Mental Demands**

- This position requires, at times, constant interaction to provide interpreting services
- Prioritizing tasks and meeting deadlines.
- Preparing for and working during public hearings may be stressful
- Frequent travel required, which may keep individual away from friends and family.
- Personal and professional challenges associated with living in a small, isolated community with limited resources