



NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	Interpreter/Translator	Date in Effect:	March 31, 2012
Department:	Executive	Reports To:	Executive Director

II. Purpose of Position

Under the direction of the Executive Director, the incumbent is responsible for providing professional Inuktitut/Inuinnaqtun-English interpreting and translating services to the Nunavut Impact Review Board.

III. Essential Duties and Responsibilities

1. Provide simultaneous and consecutive interpreting services in Inuktitut/Inuinnaqtun-English:
 - Consult with the Executive Director and key people involved prior to interpreting assignments
 - 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 simultaneous translations from Inuktitut or Inuinnaqtun to English or vice versa, as required
 - Assist in arranging for private interpreting services for Board meetings and conference calls 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
 - Assign materials to contracted translators as required
4. Advise Board personnel on communication issues to ensure correctness of terminology, common usage of terms and/or concepts.

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

- Knowledge:**
- Complete fluency in English and Inuktitut or Inuinnaqtun
 - Knowledge of complex terminology unique to environmental and land use management and legislation would be beneficial
- Ability:**
- Ability to summarize complex ideas and principles in English, Inuktitut and Inuinnaqtun
 - Ability to plan and organize time
 - Grammar, editing and proofreading
 - Ability to provide simultaneous and consecutive interpretation
 - Use of interpreting sound equipment
 - Oversight of work of professional translators and interpreters
 - Ability to communicate in a courteous and patient manner
- Skills:**
- Familiarity with computers, communications systems and word processing
 - Computer keyboarding- English and Inuktitut
- Education:**
- Minimum Grade XII Diploma
 - Training as translator or interpreter is desirable
- Experience:**
- Interpreting and translating experience essential
 - Personal and professional experience in the Arctic or in a cross-cultural setting

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 20 kilograms
- 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