NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Interpreter Translator
Division	*Corporate Services, Communications Division*
Title of Supervisor	Manager of Translations and Interpretation
Location of position	Iqaluit
Hay Point Rating	
Effective Date	May 1, 2022

NTI MISSION STATEMENT

INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT AGREEMENT

POSITION PURPOSE

The purpose of the position is to provide timely and accurate simultaneous interpretation and translation to NTI's annual general meeting, Executive Committee, Board of Directors, Board Committees, affiliate organizations, employees, and to Inuit who wish to communicate with NTI in Inuktitut or English.

A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude

The goal of the Interpreter/Translator is to provide timely and accurate simultaneous interpretation and translation to Nunavut Tunngavik Inc.'s Executive Committee, Board of Directors, Board Committees, Affiliated Organizations, employees and to Inuit who wish to communicate with NTI in Inuktitut or English. This may be in person, through ZOOM or through Microsoft Teams.

The Interpreter/Translator will perform some or all of the following duties:

<u>Interpretation</u>

- Perform consecutive, simultaneous and relay interpretation as needed.
- Reviews advance materials and/or consulting with the client prior to the interpreting assignment, if necessary.
- Operates and uses simultaneous interpreting equipment
- Performs interpretation from Inuktut to English and vice-versa, as required.
- Advises client about problems with speech (e.g. too difficult, too fast, etc) as needed**.**
- If interpretation is needed through ZOOM, Microsoft teams or teleconference, the Interpreter/Translator is responsible for signing in before the meeting starts to ensure all logistics are tested and ready by the time the meeting starts.

<u>Translation</u>

Translation services accounts for the majority of the workload of this position.

- Consults with other interpreter/translators, Assistant Director, Director, appropriate staff member, or other appropriate resource regarding terminology, difficult words or passages.
- Translates material from English to Inuktitut or vice-versa, as required, using roman orthography or syllabics.
- Checks accuracy of translations with staff members or other resources.
- Participates in terminology workshops and glossary development when available.
- Do voice-over recording when requested.
- • Performs other duties as appropriate.

NTI COMPETENCIES– Magnitude and depth of expected behaviors
Action Management: • Administers functions in a fair and ethical manner that brings maximum employment and benefit to the organization • Provides clear direction to colleagues on objectives and timetables for work • Explains to employees/colleagues how work expectations are aligned with employment goals • Adopts effective work methods in order to develop excellence • Is accountable for their decisions and performance • Maintain confidentiality for sensitive material.
Adaptability and Flexibility: • Respects differences in others' working style and priorities. • Depicts a positive outlook when asked to do things differently. • Accepts new people and their ideas. • Coaches colleagues in how to juggle multiple tasks and priorities. • Shifts unit's attention and priorities in response to the needs of the business. • Is flexible: adapts to changes in priorities, assigned responsibilities and management styles.
Cooperation and Collaboration: • Interacts and collaborates with all parties with an open mind in solution-seeking ways. • Thinks and acts collaboratively to resolve conflict in consensus-building ways. • Correctly interprets clues of wavering engagement in own team and acts to re-energize them. • Fosters understanding and open communication between team members. • Respects cross-cultural perspectives and differences. Develops a shared understanding amongst others to arrive at decisions through consensus.

Effective Interactive Communication:

- Is curious about others: actively asks questions to gain a broader understanding of their perspective.
- Seeks to ensure that messages are clearly understood by all parties.
- Communicate well with staff and members, exhibiting excellent listening skills.
- Display confidence when dealing with people, with well-developed written and verbal communication skills.
- Is genuinely receptive to others' ideas and responds in ways that communicate respect of others.
  Uses tact and diplomacy in all communications.

Impact and Influence:

- Persuades others by carefully developing sound business cases.
- Fosters a climate of trust and respect during negotiations.
- Treats partners fairly, ethically and as valued allies during negotiations.
- Maintains composure and practices emotional restraint under difficult circumstances.
- Maintains a positive outlook and constructive attitude when faced with opposition.

Judgement/Analytical thinking:

- Looks at problems from different angles and considers alternative solutions before moving forward with a plan to resolve it.
- Draws on options and solutions from across NTI, not just from one's own area, to solve work problems.
- Anticipates the risks inherent in a suggested plan of action and devises appropriate mitigating strategies.
- Is an agile interpreter of guidelines: navigates ways around a wide range of guidelines.
- Ability to investigate issues and requirements, identify, and prioritize appropriate solutions.

Partnering and Relationship Building:

- Builds positive relationships based on respect and caring for others.
- Makes a conscious effort to maintain rapport with partners and communities.
- Builds effective work relationships through positive communication and outreach.
- Actively cultivates strong relationships with employees, clients, and partners.
- Looks for ways to add genuine value to partners and contacts.

Team Leadership:

- Makes sure co-workers have the necessary tools, resources and information to do their work.
- Encourages employees to act autonomously and take calculated risks.
- Works well with co-workers to better understand technical language issues/differences

Inuit Qaujimajangit/Qaujimajatuqangit:

- Creates a welcoming and positive environment for others.
- Fosters good spirit by being open, welcoming and inclusive of new individuals.
- Places the needs of the group or community above his or her own interest.
- Promotes global connections between people through sharing in just and equitable ways.
- Views local and global issues as being overlapping, interdependent and dynamic, and uses this information when making decisions.
- Uses information and knowledge to improve society and the well-being of people around him or her.
- Is resourceful and seeks solutions through creativity, adaptability, and flexibility.
- Is flexible in responding to a rapidly changing world to improve the context in which Inuit live.
- Participates actively and enthusiastically in activities that help build the strength of the Inuit of Nunavut

B. KNOWLEDGE, SKILLS AND ABILITIES - Managerial Know-How/Integration; practical/technical work and Human Relations/Communication Skills

The following knowledge, skills and abilities are required:

- A high school diploma is required.
- Highly developed oral and written fluency in Inuktitut and English.

• The ability to interpret and translate accurately and efficiently.
• Ability to keyboard in roman orthography and syllabic characters and to operate Windows- based computers.
• Have an Interpreter/Translator certificate. Certification from CITC would be an asset.

- Ability to proofread documents once complete.

• Ability to work with demanding deadlines and under high levels of stress/pressure.
• Able to work well and collaboratively with a diverse group of colleagues and stakeholders.
• Knowledge of NTI programs, services and technical terms would be an asset.

C. PROBLEM SOLVING, DECISION MAKING, KEY ISSUES AND THINKING CHALLENGES/ENVIRONMENT

The incumbent must use their superior Inuktitut and English skills to foster communication between NTI and its key audiences in a variety of settings. The incumbent will be required to make split second decisions concerning the use of proper terminology when interpreting to ensure all audiences understand what is being communicated. The incumbent will be required to do research on the proper terminology to use when translating. When terminology does not exist, the translator will be called upon to work with other professionals to create new terminology. The incumbent will also work with other professionals to ensure terminology is standardized and of the highest quality, including ensuring all documents are proofread.

D. WORKING CONDITIONS

Physical Effort: *The combination of intensity, duration, and frequency of physical activity such as standing, sitting, bending, lifting, and/or working in awkward or constrained physical positions.*

- Occasional lifting of papers and boxes;
- Frequent duty travel;
- Travel to communities by small plane in inclement weather;
- Frequent short notice deadlines;
- Politically sensitive issues may add to stress.
- Sitting for long durations of times in zoom or Microsoft teams meetings
- Sitting for long duration of time in teleconference meetings

Physical Environment: *The combination of intensity, duration and frequency of exposure to factors in the environment such as exposure to disagreeable conditions such as dust, noise, extreme heat or cold, and/or exposure to health or accidental hazards*.

Work in office environments. Frequently required to travel in northern and southern Canada.

Sensory Attention: *The combination of intensity, duration, and frequency of concentration required such as sustained attention required for tasks such as analyzing complex documents, effecting repairs where precision is important, and/or intense listening.*

- Reading detailed documents, studying and researching;
- Highly focused listening;
- Long-term computer use may cause eyestrain, back and wrist pain.

Mental Stress: *The combination of intensity, duration, and frequency of exposure to physical and environmental factors such as tight deadlines, competing pressures, unpleasant public or client contacts, and/or disruption of personal life due to work, or travel.*

- Long-term computer use;
- Preparing reports against deadlines will cause stress;
- Deadlines will cause overtime;
- Disruptions in life style caused by work schedules or travel requirements;
- Reporting and responding to urgent requirements may cause stress.
- The use of differing dialects and uncommon acronyms can be stressful

CERTIFICATION	
_____	_____
Employee Signature	Supervisor Title
_____	_____
Employee Name (Print)	Director of Human Resources
_____	_____
Date	Date

I certify that I have read and understand the responsibilities assigned to this position, and I certify that this is an accurate description of the responsibilities assigned to this position.