JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY AND CHILDREN'S SERVICES
Division:	PUBLIC HEALTH, PROTECTION & COMMUNITY SERVICES
Section:	COMMUNITY LEARNING
Sub Section:	Welsh Language Services
Post Title:	TRANSLATOR
Vision Post Number:	14805
Grade:	9
Responsible to:	Welsh Language Service Manager
Posts Reporting to this Post:	N/A
Team:	TRANSLATION UNIT
DBS Required Level:	N/A
Location:	CLYDACH VALE
Date of Description:	NOVEMBER 2018

KEY OBJECTIVES

Preparation of English > Welsh and Welsh > English translations so that the council can meet it stautory obligations in respect of the Welsh Language Measure and the Statutory Welsh Language Standards.

Reading and correction of proofs and editing of translations under the direction of the Service Manager/Deputy Manager/Principal Translator.

Provision of advice as required to council staff on Welsh language issues.

SPECIFIC RESPONSIBILITY

A. Translation and authorisation of content:

1. An excellent knowledge and understanding of both English and Welsh so that errors in either language can be identified prior to returning work to the relevant service for publication or distribution.

2. Familiarisation with language styles and ensuring language registers are appropriate for the widest possible audience.

3. Use a range of specialist dictionaries, thesauruses and reference materials.

4. Authorisation of Welsh language content for the council's Corporate website and social media mirroring press office responsibilities in the case of English content.

5. Ability to respond instantly in facilitating the integral 'main-streaming' role in the e-recruitment process, including admin and user permissions, and uploading of Welsh content for recruitment advertisements.

6. Provision of simultaneous and/or consecutive translation services for council departments to ensure compliance with the Council's responsibilities in respect of the statutory Welsh Language Standards.

7.Maintenance and testing of the translation equipment as necessary.

B. Quality assurance of own work and Continuous Professional Development:

8. Proof-reading of documents and editing of translations, including the proof-reading of English documents as and when necessary.

9. Sharing of good practice with colleagues by taking part in standardisation exercises as necessary.

10. Keeping abreast of developments in translation, representing the service at meetings and staff development events as relevant to the field, or as is necessary.

11. Readiness to undertake relevant training, including simultaneous translation if required.

12. Seek feedback from services in relation to satisfaction with the translation process and quality of the service provided.

C. Research activities:

13. Utilise research skills to ensure that knowledge of Welsh Government services and terminology as applicable to the translation service is current.

14. Undertake research in order to fully understand the nature of the subject being translated - this can include desk research and /or use of the internet - to ensure that the spirit as well as the content of subject-matter is consistent in both languages.

D. Provision of advice and guidance:

15. Advise staff and services on the content of the translation priority matrix.

16. Provision of translation templates on a wide range of topics such as events, courses etc and advise on their use.

17. Provision of a wide range of advice and guidance to services on all aspects of Welsh language delivery including for example, relevance of new street names etc.

18. Liaise with all services within the Council, including senior officers, and with external services as and when required to ensure the delivery of an effective service.

19. Keep abreast of changes and development in Welsh affairs and policies as they relate to the Welsh Language and their impact on local authorities so that appropriate advice can be provided to services on their obligations under the Welsh Language Statutory regulations.

20. Respond to the requirements of the new Welsh Language Measure 2011 which institutes equal legal status to both Welsh and English.

E. IT and use of technology

21. Maintain high standards of ICT skills for delivery of efficient service.

22. Gain specialist ICT knowledge to contribute to the delivery of a Welsh medium corporate website and social media communications with fully devolved Corporate administrative rights from ICT.

23. Utilise Quark software to enable speedy turnaround of specifically urgent work, when required.

F. Other requirements:

24. Work with the Legal and Democratic Services to facilitate Welsh declarations (i.e. Returning Officer duties) to fulfil its statutory responsibilities, when required.

25. Ability to keep sensitive and confidential information.

26. The ability to work under pressure and to tight deadlines.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	Honours Degree in Welsh or qualification of equivalent standard Good knowledge of IT packages Level 5 Welsh	Membership of the Society of Translators
EXPERIENCE	Experience of working in the field of translation Experience of working in a pressured environment with conflicting deadlines	Experience of providing a service to the public
COMPETENCIES		
Achieving Results	Makes the best possible use of time. **Consistently meets deadlines.** Takes pride in delivering high quality work for the benefit of service users.	
Communicating Effectively /	Consistently uses the form of communication that is best for the situation (e.g. verbal, email, writing). Adapts their style of communication to suit their audience including 'translating' technical language. **Produces excellent and accessible written information.**	

Creating and Responding to Change	Engages with new ideas and looks for ways to make them work. Responds quickly and effectively to both internal and external changes.
Managing Resources	Anticipates problems and taks action to reduce the risk of things going wrong. Plans well in advance to meet deadlines.
Professional Expertise and Development	Demonstrates excellent practice and an extensive knowledge base in their own professional area. Proactively keeps up-to-date with changes to legislation, policy, procedure and best practice within RCTCBC and in other organisations. Is always up-to-date with new IT and technology, promotes use of IT to support their work.
Working in Partnerships and Teams	Builds lasting, positive & supportive relationships with a wide variety of people. Draws upon the best ideas of the team to provide the best service. **Will 'go over and above' what is normal to contribute to the team's effectiveness**.
Focusing on service users	Acts in order to understand the needs of internal customers and service users. Uses professional knowledge and expertise to raise standards of service to customers.
Being accountable	Demonstrates a good knowledge of how their role fits in to the bigger RCT picture. Takes full responsibility for delivery of tasks.
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	Ability to travel independently throughout the County Borough. Flexibility to work outside core hours when required. Member of Cymdeithas Cyfieithwyr Cymru (the association of Welsh translators and interpreters) or willingness to work towards achieving membership.