

TRANSLATOR

PREAMBLE

This is a three level series that covers positions involved in the research of material prior to translation, the translation of material to either official language, the revision of such material, the oral interpreter functions, and the management of such functions.

Inclusions

Included in the series are five types of translation services/roles, as follows:

a) General Translation/Revision

Translator/Revisor positions provide text translation into French **or** English for all Government departments, Crown corporations and agencies, the Legislative Assembly, and all levels of courts, and revises texts translated by staff and contract translators. Translates *both* non-legal and legal documents (from general publications and correspondence to court transcripts and decisions). These positions do not translate acts, regulations, bills and votes, however they will translate related material, such as forms.

b) Interpretation

As well as provide general translation/revision function, a major part (60%) of the Interpreter's/Translator's role is to provide *both* French and English oral interpretation services to all Government departments, Crown corporations and agencies, the courts and quasi-judicial tribunals, and the Legislative Assembly and committees of the House. Three types of interpretation services are offered: *simultaneous* for conferences, public hearings, the legislature, etc., *consecutive* for court/quasi judicial matters involving testimony, and *escort* for one-on-one or small group interpretations such as in ministerial meetings with delegations or tours for foreign dignitaries.

c) Terminology

The Terminologists conduct lexical, terminological, documentary and linguistic research. The positions are also responsible for developing, implementing and maintaining the government's French/English terminology database (dictionary of terms) for all departments and other jurisdictions to access.

d) Legislative Translation

The Legislative Translators translate statutes, regulations, bills, votes, other Legislative Assembly documents and legal documents such as rulings and proceedings. As part of their responsibilities, they conduct terminological research on legislative terms to ensure consistency of common law concepts in statutes and regulations throughout Canada, and assist in the development of related glossaries. All requirements for legislative translation resides with the Department of Justice.

e) Section Head

This role provides direct supervision to Translators, Terminologists and Interpreters at the Translator (TS2) level. The responsibilities associated with this role include handling all administrative matters pertaining to the section. In addition, the section head functions as the most senior translator/revisor, and/or interpreter, and/or terminologist.

Exclusions

Positions excluded from this series are those in which the prime requirement is the drafting of original material whether in English or French, those offering French Language Services, and those bilingual support functions that assist the translation service/process.

Definitions

Research

- a) Conceptual - to understand the subject matter
- b) Terminological - to search for, adapt or create words, phrases, and idioms that are correct and appropriate to the context.

Translation

To render the message of the source text accurately, in a form of the target language that is correct, authentic and adapted both to the subject and the target audience. The objective of a quality translation is to ensure that the text in the target language reads as though it were written in that language.

Revision

This is the editing function within the translation category and is crucial to the quality of the product. Work is examined for errors in syntax, wording, grammar,

inappropriate usage and misunderstood concepts. The activity of revision is treated throughout the series as a significant element of technical supervision.

Supervision

- a) *Technical* - also referred to as *functional* supervision includes revision, as previously defined, as well as general guidance that might normally be applied. Technical supervision does not imply line or administrative supervision. Translator /revisors, interpreters, terminologists and legislative translators at the full working level can provide technical supervision.
- b) *Line or Administrative* - includes the accountability for both quality and quantity standards, as well as administrative responsibility for the unit. The role may or may not include technical supervision, as defined above.

TRANSLATOR SERIES APPLICATION

Further to the inclusion statements in the preamble, the series is applied based on the skills/expertise, originality, status of work, guidelines, independence of action/decision making, supervision received, and supervisory responsibility competencies.

TRANSLATOR 1

GENERAL INTENT

The Translator 1 (TS1) level is the entry level for general (non-legislative) translation/revision and non-legislative terminology positions. Incumbents would be expected to move through this level to the full working Translator 2 (TS2) level.

COMPETENCIES

COMPLEXITY

Skills/Expertise Required

- Comprehensive knowledge and command of both official languages
- Knowledge of writing and translation theories and practices
- Effective composition and writing skills
- Ability to develop effective research skills
- Comprehensive analytical skills
- Good interpersonal skills
- University degree in related discipline and a satisfactory grade or better on the translation exam administered by the department responsible for government's general translation services and corrected according to the Canadian Language Quality Assessment System (SICAL) standards

Status of Work when Presented to the Employee

Documents and/or texts of varying complexity and length are received in one official language for translation into the other official language. Preparing the translation requires researching the subject matter and any previously translated relevant material.

Guidelines

Internal procedures are communicated by and discussed with a translator/revisor or terminologist at the TS2 level and/or the section head and/or manager of the translation services organization.

OTHER LEVEL DETERMINANTS

Independence of Action/Decision Making

Functions more independently as experience is gained. Progressive experience will also enable better determination of what, when and how to research, and the formulation of conclusions from the resulting analysis.

Supervision Received

Receives *technical* supervision. All work is checked for completeness, accuracy of content, appropriate style format, consistency of terminology and general quality of text. If revisions are done, all changes to the translation are discussed. This type of review minimizes the consequence of error factor.

Note 1: There is a twelve-month probationary period on the first level of the series only.

Note 2: Skills and expertise are listed on a cumulative basis, those listed in the first level are required and assumed at each succeeding level.

TRANSLATOR 2

GENERAL INTENT

The TS2 level is the fully trained and full working level for general (non-legislative) translation/revision and non-legislative terminology positions. Translators at this level are expected to provide technical supervision and the full revision function.

OR

This is also the training and first working level for interpreters and legislative translators.

COMPETENCIES

COMPLEXITY

Skills/Expertise Required

- In addition to the skills/expertise required at the TS1 level, the general translators/revisors and interpreters have reached a significant level of autonomy in producing translations from source to target language
- The non-legislative terminologists have demonstrated effective lexical, terminological, documentary and linguistic research skills
- Legislative translators are knowledgeable in the concepts, language, principles and precedents of statute and case law, and have the ability to learn current techniques of legal drafting
- Interpreters are knowledgeable in simultaneous, consecutive and escort interpretative methodologies
- Qualifications for legislative translators are a university degree in a related discipline and successful completion of the legal text examination administered by the department responsible for legislative translation services
- Qualifications for the interpreters are a university degree in a related discipline and a satisfactory grade or better on the translation exam administered by the department responsible for government's general translation services and corrected according to the Canadian Language Quality Assessment System (SICAL) standards

Originality

General translator/revisor positions participate in developing standards, procedures and tools for preparing the translation of a variety of documents.

Non-legislative terminologists apply existing terminology or create new terminology when concepts differ, and/or they regularly contribute to the science of linguistics.

Guidelines

Internal procedures are communicated to the interpreter and legislative translators and discussed with the legislative or interpreter translators at the Translator 3 level and/or the manager of the translation services organization.

SUPERVISORY RESPONSIBILITY

Nature of the Supervisory Function

General translators/revisors and non-legislative terminologists at this level provide *technical* supervision, whereby they review and revise the work of other general translators/revisors and non- legislative terminologists, and discuss any changes with the appropriate translator.

There are no line or administrative supervisory responsibilities at this level.

OTHER LEVEL DETERMINANTS

Independence of Action or Decision Making

General translators/revisors independently provide technically and stylistically sound document translations and *may* provide translation and revision of the most confidential, urgent, or complex documents. Non-legislative terminologists independently provide lexical, terminological, and linguistic research, as well as participate in the development, implementation and maintenance of relevant *government-wide* terminology databases. Work may be checked by other TS2 employees, however employees at this level are expected to have the technical expertise to function with autonomy.

Interpreters and legislative translators function more independently as experience is gained. This progressive experience assists with determining what, when and how to research, with formulating conclusions from the resulting analysis.

Supervision Received:

Section Heads at the Translator 3 (TS3) level provide *line or administrative*, as well as technical supervision to the general translators, non-legislative terminologists and TS2 interpreters. TS2 peers will also revise the work, as required.

Senior management provides *line or administrative* supervision to the legislative and interpreter translator positions. Legislative translators and interpreters at this level receive *technical* supervision from TS3s. All work is checked for technical accuracy of content, appropriate style format, consistency of terminology and general quality of text. If revisions are done, all changes to the translation are discussed with the Legislative translator. This type of review minimizes the consequence of error factor. The interpretation is monitored to ensure it conveys the message properly.

TRANSLATOR 3

GENERAL

This is the section head (supervisory) level over general translators, non-legislative terminologists and interpreters at the TS2 level. The section heads provide *line or administrative* supervision to a section of translation services where the majority of time is spent planning, directing, revising and evaluating the work of working level translators. They ensure that required staff training for section is occurring, and that the standards are upheld. The section heads interfaces with client departments for long-term planning purposes and to facilitate day-to-day service delivery as required. In addition to the supervisory responsibilities, positions at this level are the most senior translators and must have the technical skills to function autonomously and translate the most difficult or sensitive texts.

OR

This is the full working level for legislative translators that have translating experience and are familiar with linguistic/terminological research techniques and sources. Legislative translations are revised on a regular basis, however there is an expectation that few changes will be required. Incumbents at this level will be expected to assist with the orientation and training of entry level legislative translators, and revise the work of other working level legislative translators on an "as requested" basis.

OR

This is the full working level for Interpreters that are fully trained and experienced in providing consecutive, simultaneous, and escort interpretations on a regular and on-going basis.

COMPETENCIES

Skills/Expertise Required

- Section heads have a thorough understanding of the expectations of line or administrative supervisory responsibilities
- Section heads have demonstrated leadership qualities
- Section heads responsible for terminology are expected to have advanced training and regularly contribute to the science of linguistics
- Over and above the skills and expertise required at the TS2 level, legislative translators have demonstrated skills in providing legal translations from source to target language using appropriate idioms

- Legislative translators have the demonstrated ability to use acceptable techniques for legal drafting
- Legislative translators possess a thorough understanding of the concepts, language, principles and precedents of statutory law, including principles of statutory interpretation
- Interpreters have consistently demonstrated effective consecutive, escort and simultaneous interpretations
- Interpreters have consistently demonstrated effective consecutive, escort, and simultaneous interpretation skills

Originality:

Section heads develop and implement plans, guidelines and standards to ensure an efficient translation service.

Legislative translators at this level develop standards, procedures and tools for preparing the translations of legal documents. They apply existing terminology or create new terminology when *legal* concepts differ. Similar to the non-legislative terminologists, the legislative translators regularly contribute to the science of linguistics. The legislative translators also create templates and lexicons for Legislative Assembly documents.

Interpreters, when unable to suspend their work to conduct research, must spontaneously find solutions that maintain the integrity of the message.

SUPERVISORY RESPONSIBILITY

Nature of Supervisory Function:

Section heads provide line or administrative, as well as technical supervision to general translator/revisor and terminology translator positions at the TS1 and 2 levels.

Interpreters and legislative translators provide technical supervision to positions at the TS2 and 3 levels.

Independence of Action/Decision Making:

Section heads, independently plan, co-ordinate and supervise the work of their translation unit.

Interpreters and legislative translators at this level, independently carry out their translation and/or interpretation assignments. Legislative translators autonomously prepare the final translated version of acts, bills, regulations, Legislative Assembly documents and Court Rules.

Supervision Received:

Senior management provides line or administrative supervision to the section heads, legislative translators and interpreters at the TS3 level. This level is expected to have the technical expertise to function autonomously.