



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

JOB DESCRIPTION

Job Title:	Translator
Department:	Welsh Language Unit
Location:	Cyncoed Campus
Grade:	4A/B
Salary:	£25,627 – £30,497 per annum
Tenure:	Permanent
Hours:	37 hours a week

Role Summary:

Deliver a customer-focused high-quality translation Welsh language translation and proofreading service, as well as providing occasional administrative assistance to the Welsh Language Unit.

Principal Duties and Responsibilities:

1. Translate a wide range of materials to the highest standard to meet the requirements of the Welsh Language Standards (including materials which are often complex, extremely detailed and/or specialist in nature)
2. Edit and proofread Welsh language versions of publications and the University's website
3. Liaise with external translators to outsource translations when required. Ensure adequate QA of external service, monitoring for consistency and adherence to house style.
4. Understand the Welsh language obligations of public bodies in accordance with relevant legislation (Welsh Language Standards)
5. Provide regular guidance for all staff members regarding the University's duties under such legislation by drawing up and updating Translation Guidelines.
6. Create and maintain a database of terminology for Cardiff Met
7. Advise internal departments on Welsh language requirements in order to ensure that all Welsh medium communication materials are consistent
8. Arrange a simultaneous translation service for Cardiff Met meetings/events

Additional Information:

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore, changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will conduct themselves in a professional and courteous manner at all times and have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.



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PERSON SPECIFICATION

Post: Translator
Unit/School: Welsh Language Unit

***Key**
A - Application form
I - Interview
T/P - Test/Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education and Qualifications (Essential)	Educated to degree level or appropriate experience	<input checked="" type="checkbox"/>		
Education and Qualifications (Desirable)	Translation qualification Project management qualification	<input checked="" type="checkbox"/>		
Knowledge (Essential)	Knowledge of specialized requirements relating to the translation of documents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Knowledge and understanding of matters relating to the quality and standard of translations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Knowledge of relevant legislation relating to the Welsh Language Standards	<input checked="" type="checkbox"/>		
	Knowledge of the duties of public organisations under current Welsh language legislation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Understanding of office administration procedures and processes	<input checked="" type="checkbox"/>		
	Understanding of how to apply information technology in an office environment	<input checked="" type="checkbox"/>		
Knowledge (Desirable)	Producing bilingual websites Latest translation software	<input checked="" type="checkbox"/>		

<p>Skills and Abilities (Essential)</p>	<p>Ability to produce guidance for all staff members based on current Welsh language legislation</p> <p>Ability to communicate translation requirements to staff in the form of written guidelines and at regular face to face meetings</p> <p>Ability to produce complex and expert written translations to a high standard, and proofread and edit documents</p> <p>Ability to create and implement quality assurance mechanisms for external and internal translations</p> <p>Excellent English and Welsh language skills, both orally and in writing</p> <p>Working knowledge of Microsoft Office</p> <p>Ability to work effectively in order to manage workload, multiple requests and challenging deadlines.</p> <p>Ability to work independently and as part of a team, a to work well with little supervision</p> <p>Rigorous attention to detail in order to maintain professional standards</p>	<p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
<p>Skills and Abilities (Desirable)</p>	<p>Web editing skills</p> <p>Simultaneous translation skills</p> <p>Ability to write Welsh language copy</p>	<p><input checked="" type="checkbox"/></p>		
<p>Experience paid / unpaid (Essential)</p>	<p>Translating documents (English to Welsh – Welsh to English)</p> <p>Managing translation projects</p> <p>Maintaining and updating administrative systems and processes</p> <p>Creating monitoring reports and guidelines</p> <p>Advising a range of individuals on current Welsh language legislation</p> <p>Advising a range of individuals on current methods of appropriate bilingual communication</p>	<p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	

Experience paid / unpaid (Desirable)	Arrange a simultaneous translation service at meetings and conferences	<input checked="" type="checkbox"/>		
Other Requirements (Essential)	Commitment to the Welsh language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Other Requirements (Desirable)				