



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

JOB DESCRIPTION

Job Title:	Translator
Department:	Welsh Language Unit
Location:	Cyncoed Campus
Grade:	4A/B
Salary:	£25,217 - £30,046 per annum
Hours:	37 hours a week
Tenure:	Fixed Term for 2 years

This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.

Role Summary:

This is a key post that will contribute to the ambitions of the University's Strategic Plan 2017/18 – 2022/23.

Provide a high-quality translation service from English to Welsh/Welsh to English for Cardiff Met's translation service and provide occasional administrative assistance to the Welsh Language Unit.

Principal Duties and Responsibilities:

1. Translate a range of materials to the highest standard for Cardiff Met, 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. Undertake project management tasks when arranging for the translation of all relevant documents by working with a pool of external translators
4. Work closely with internal and external stakeholders to ensure that the University's translation service is of the highest standard and responds to the University's needs

5. Understand the Welsh language obligations of public bodies in accordance with relevant legislation (Welsh Language Measure 2011)
6. Provide regular guidance for all staff members regarding the University's duties under such legislation by drawing up and updating Translation Guidelines, and through regular face to face meetings
7. Monitor the effectiveness of the pool of external translation companies based on the quality, time and cost of translations, ensuring that Cardiff Met only uses the best translators
8. Implement mechanisms to ensure that all translations produced are of a high standard
9. Produce reports on the effectiveness of the translation service with the aim of continuously improving the service
10. Create a database of terminology for Cardiff Met
11. Regularly advise Cardiff Met staff and the staff of external organisations on the correct use of Welsh language terminology.
12. Manage the content calendar to ensure that relevant content is produced in Welsh at the appropriate time and to the highest standard, e.g. Annual Report, Graduation Programme
13. Advise internal departments on Welsh language requirements in order to ensure that all Welsh medium communication materials are consistent
14. Deal with applications for Welsh medium services from Cardiff Met via electronic means, face to face or over the telephone
15. Arrange a simultaneous translation service for Cardiff Met 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 an appropriate translation qualification.	<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	<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"/>		

