



## Position Description

|                 |  |                |                                |
|-----------------|--|----------------|--------------------------------|
| Position Title  | Translator                                 | Department     | Video Production & Translation |
| Reports to      | Team Leader Video Production & Translation | Effective date | December 2021                  |
| Responsible for | N/A  | Location       | Collingwood                    |

|                       |   |
|-----------------------|---|
| Organisation Overview | <p>Expression Australia (formerly Vicdeaf &amp; Tasdeaf) connects people to the life they want to lead - through ensuring better access, inclusion and equal opportunity.</p> <p>Expression Australia is an iconic and progressive community organisation, a rapidly evolving commercially oriented business and leader in providing services to people who are Deaf, hard of hearing or who experience barriers to participation. We strive to be a bi-lingual, bi-cultural organisation that respects both languages – Auslan and English - equally and celebrates the rich heritage and cultural diversity of the Deaf community and individuals.</p> <p>Expression Australia's vision and mission empower people to achieve better economic, cultural, social and civic participation in the community.</p> |
|-----------------------|---|

|               |  |
|---------------|--|
| Role Overview | <p>This position provides expert language advice around the use of Auslan in a range of contexts. The Translator role makes significant contribution to the language services and Expression Australia as a whole. This role includes the following functions: delivering information in Auslan using the medium of consultancy, presentation, translation and deaf interpreting services to Expression Australia. This position will work closely with the language services team including Auslan Connections and Video Productions.</p> |
|---------------|--|

| Job Specific Responsibilities   |  |
|---|--|
| <i>Key performance indicators will be clearly defined through the performance planning process.</i> |  |
| Contribute to the achievement of Expression Australia's strategic objectives                        | <ul style="list-style-type: none"> <li>Advance Expression Australia strategic plan and its vision through executing the organisation's strategic priorities.</li> <li>Model behaviours that are consistent with the mission and beliefs of the strategic plan.</li> <li>Model behaviours that reflect our values</li> </ul>  |
| OHS & Quality Compliance  | <ul style="list-style-type: none"> <li>Take reasonable care for their own health and safety, and health and safety of others</li> <li>Adhere to OHS guidelines</li> <li>Adhere to the organisation's Quality framework</li> </ul>  |
| Financial management  | <ul style="list-style-type: none"> <li>Monitor department finances and adhere to organisational budget</li> <li>Assist with development of operational business plans to achieve performance indicators.</li> <li>Work collaboratively to develop a successful fee for service business model.</li> </ul>  |
| Provide Auslan consultancy and translation with Video Productions                                   | <ul style="list-style-type: none"> <li>Obtain a clear and considered brief about the work</li> <li>Provide clear and effective translation of information from English to Auslan and present in an Auslan format that reflects the intended audience</li> <li>Script is prepared and ready for effective translation before arriving for filming</li> <li>Ensure that Auslan presentation is professional, clear, easy to understand and effective. Work with the Video Productions team to ensure a quality product.</li> </ul> |

|                                    |  |
|------------------------------------|--|
|                                    | <ul style="list-style-type: none"> <li>Deaf cultural perspectives and advice are given</li> </ul>  |
| <b>Translation strategy</b>        | <ul style="list-style-type: none"> <li>Represent Expression Australia and/or Auslan Connections externally. Meet with key partners, stakeholders and business leads to promote the consumption of quality Translation product.</li> <li>Contribute, inform, and promote development of the translation workforce in conjunction with the Team Leader, Internal Interpreters and Workforce Development (Auslan Connections)</li> <li>Represent Expression Australia as a subject matter expert in the area of Translation.</li> <li>Monitor quality standard in translation and follow ACCAN translation guidelines.</li> </ul> |
| <b>Deliver Translation product</b> | <ul style="list-style-type: none"> <li>Undertake Translation work as agreed or directed by the Team Leader Video Production &amp; Translation</li> <li>Maintain excellent translation processes.</li> <li>Utilise the QA process for Translation across the organisation.</li> <li>Review Translation work</li> </ul>  |
| <b>Deaf Interpreting</b>           | <ul style="list-style-type: none"> <li>Provide Language support and coordination to the Auslan Connections Deaf Interpreting cohort.</li> <li>Where appropriate, complete Deaf Interpreting assignments.</li> <li>Work with the Manager, Language Services to understand the professional development needs of this workforce group</li> </ul>   |

#### Core Capabilities (including Expression Australia Values highlighted in orange)

|   |  |   |   |
|---|--|---|---|
| <b>Respectful</b><br><i>Behaving ethically appropriate, respectful of culture &amp; community and providing person centred services to clients and others</i> | Provides excellent levels of person-centred services regularly. Establishes and maintains effective relationships with clients. Involves clients in service design and advocates for the client experience.  | <b>Diversity</b><br><i>Showing respect for diverse backgrounds and experiences</i>                              | Builds a diverse staff group with a variety of skills who function effectively to accomplish the mission of the organisation. Develops a creative initiative focused on recognising the various dimensions of diversity to encourage inclusiveness in the workplace.  |
| <b>Technology</b><br><i>Using and understanding technology to improve service delivery</i>  | Uses technology and applies emerging and evolving technologies to current and future business needs at the operational level. Supports appropriate use of communications and technology systems. Assists with implementation and training of staff in the use of workplace technology. | <b>Accountable</b><br><i>Demonstrating responsibility for own work</i>  | Sets measurable objectives for self and team. Structures work methods and monitors performance to meet organisation needs and deliver balanced outcomes. Reviews the effectiveness of projects. Manages and takes responsibility of organisational impact and risk.   |
| <b>Adaptive/Resilience</b><br><i>Demonstrating and developing individual coping strategies</i>  | Applies sound competency in considerably difficult situations. Responds to setbacks by developing alternative approaches to determine the best course of action, whilst maintaining the team's effectiveness, quality and morale during times of change or difficult situations.       | <b>Progressive</b><br><i>Innovating and looking at ways to improve the lives of our clients and communities</i> | Models continuous improvement and recognises the potential impact of solutions on other areas and externally. Participates in the resolution of complex problems. Manages the team through this.  |
| <b>Inclusive</b><br><i>Working effectively and engaging with others to achieve a common goal</i>  | May lead and supervise team leaders, coaching and building effective teamwork. Effective team participant. Provides guidance and information to less experienced staff within area. Maintains defined relationships under guidance and ensures they work efficiently.                  | <b>Commercially Focused</b><br><i>Ensuring that all services are right for our clients and our organisation</i> | In depth knowledge of role-related areas and is capable of independently achieving effective outcomes. Provides timely advice, information and assistance. Can work effectively cross-functionally within the organisation. Sound interpersonal skills. Monitors performance against expected requirements. |

|  |  |
|--|--|
| <b>Auslan</b><br><i>Language of Choice</i> | Our organisation is bi-lingual and bi-cultural, where Auslan and English are both utilised languages. The learning and use of Auslan is encouraged and endorsed in the workplace. Along with a willingness to learn Auslan, possess a positive attitude towards continuing to improve language skills is imperative. |
|--|--|

| Job Specific Capabilities  |   |
|--|---|
| <b>Business Acumen</b><br><i>Demonstrating business knowledge and skills</i>   | Ability to manage human, financial, and information resources strategically. Self-regulates emotions and reactions which enables the display of a calm demeanour in a variety of situations and is able to meet deadlines consistently when under pressure. Undertakes research, analyses issue and recommends options based on contemporary business practices.  |
| <b>Manage Risk</b><br><i>Ensuring that risks are effectively managed</i>   | Operates within the organisation's risk framework. Complies with internal policies and procedures. Identifies risks and actions required  |
| <b>Strategic</b><br><i>Operating within, and contributing to the Expression Australia's strategic framework/plan</i> | Assists with strategic planning and development work. Implements services/program delivery plans within scope. Performs ongoing day-to-day operations and monitors progress to ensure targets are met. Monitors the outcomes that are being delivered by the organisation/team.   |
| <b>Coaching &amp; Development</b><br><i>Building the capability and capacity of staff</i>                            | Exercises inspirational leadership through application of contemporary HR practices and empowering others. Helps mentor, skill and develop staff and provides regular feedback to staff. Ensures recruitment, performance management and learning and development processes are in place and reflect priorities. Delegates effectively to help people increase their skill and level of responsibility. |
| <b>Plan</b><br><i>Applying proper planning to achieve priorities</i>   | Adopts a results orientation. Ensures programs and services meet expectations. Monitors progress against plans and takes appropriate corrective action. Monitors the outcomes and planning around this and that of the team.  |
| <b>Direction &amp; Focus</b><br><i>Providing direction and linkages to goals, vision and strategy</i>                | Sets performance objectives for services and programs. Monitors progress against business objectives  |
| <b>Manage Change</b><br><i>Supporting and promoting organisational change</i>  | Articulates the intended result of the change process and guides employees as well as being an instrumental part in the planning or managing change. Assesses potential barriers and resources necessary for change initiatives.  |
| <b>Problem Solving</b><br><i>Thinking and analysing to develop solutions to problems</i>                             | Models and applies an adaptable approach to finding solutions to problems. Identifies requirements for improvement. Recognises the potential impact of solutions on other areas and externally. Participates in the resolution of complex problems.   |

| Knowledge, Skills & Experience  |
|---|
| <b>Essential</b> <ul style="list-style-type: none"> <li>• Experience in Translation Auslan-English</li> <li>• Knowledge and understanding of the Deaf Community.</li> <li>• Strong communication skills</li> <li>• Strong relationship management skills and the ability to work collaboratively with a range of internal and external stakeholders across organisational hierarchies.</li> <li>• Strong organisational skills, ability to work autonomously.</li> </ul><br><b>Desirable</b> <ul style="list-style-type: none"> <li>• Experience in Deaf Interpreting</li> <li>• Experience delivering and facilitating community consultation forums.</li> <li>• Auslan as a primary language</li> </ul> |

Education / Qualifications / Certifications/ Memberships

- NAATI Deaf Interpreting certification is desired by not essential
- Language related qualification desirable
- TAE or other teaching certification desirable by not essential
- Linguistics training or education
- ASLIA member

Travel Requirements

- Minimal travel within Victoria, possible Tasmanian travel

**Commented [JA1]:** Minimal travel within Victoria and potentially Tasmania

I acknowledge that I have read, understood, and accept the duties, responsibilities and obligations of the above position description. I understand that this position description is a guide and reasonable additional duties may be requested of me during the course of my employment. This position description will be reviewed annually to maintain its relevancy and meets organisational objectives.

Employee signature

Date