



Position Description

TRANSLATIONS PROJECT COORDINATOR

Department: Translations

Reports to: Manager, Translations Service

Location: Brisbane, Sydney or Melbourne

POSITION PURPOSE:

As a member of Deaf Connect’s Translations Team, the Translations Project Coordinator will coordinate and implement contracted projects delivering video products per project outcomes and which will ensure activities undertaken creates maximum impact for the Deaf community across Australia.

POSITION – KEY RESULT AREAS

ACCOUNTABILITY				
Has direct responsibility over	[1]		Recommends, advises, interprets	[2]
Shares responsibility with others	[3]		Provides information	[4]

PROJECTS

Coordinate and provide project-specific support to oversee planning and delivery of externally funded projects to ensure successful and impactful delivery of funded projects, including provision of reporting, development and utilisation of project-specific tools and templates. [1]

Plan for and coordinate project-specific translation outputs, including coordination of translators and editors. [1]

Work alongside Manager and other staff to plan and implement project workforce strategies including recruitment and talent development. [2]

Identify, develop, and nurture relationships with the Deaf community, broader communities, government departments and businesses to ensure successful delivery of projects, and to demonstrate a collaborative approach to project delivery. [2]

Document and maintain project related stakeholder engagement registers and document and track stakeholder engagement activities.

Develop and foster strong relationships with community members and key stakeholder groups to ensure successful delivery of projects, demonstrating a collaborative approach. [1]

Organise, facilitate, and document workshops/focus groups to co-design project deliverables and gather stakeholder feedback to inform project directions. [2]

Participate in and represent Deaf Connect at external events and meetings. [3]



Work in collaboration with Management and Finance on the tracking, reporting and acquittal of funded projects. [1]

GENERAL

Collaborate with other members of the Translation team and other departments as required to meet project and organisation needs. [1]

Other duties as directed by the Manager, Translations Service. [1]

Ensure internal and external opportunities for evaluation, learning, knowledge sharing, and innovation are maximised. [1]

Provide a high standard of professional service by upholding the vision, mission and values of the organisation. [1]

Comply with Deaf Connect policies and procedures for workplace health and safety, ensuring that you do not place yourself or others at risk of injury. [1]

Understand and work within the relevant parts of Deaf Connect’s quality management system. [1]

DECISION MAKING

Decisions

Coordination of agreed projects

Recommendations

Policy & procedures
Planning & prioritisation

PRIMARY RELATIONSHIPS

Internally in Deaf Connect

Manager, Translations

Translations Team

Marketing & Sales teams

Purpose / Relationship

Line management, strategic directions, development, reporting, advice and support
Collaboration, advice and support
Collaboration, advice and support

External to Deaf Connect

Key stakeholders (i.e., Govt. departments, private orgs)

Community – individuals and groups

Purpose / Relationship

Collaboration, consultation, information sharing and resource development
Collaboration

Persons/functions that report to this position

Nil

Role / Relationship

KNOWLEDGE AND SKILLS

Requirement for skills / knowledge in this position

[N]	None	[L]	Little need	[D]	Desirable
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[M]	Moderate	[I]	Important	[C]	Critical
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	N	L	D	M	I	C
Innovating						X
Planning						X
Organising						X
Patience & Friendliness						X
Customer/Client Orientation					X	
Financial Acumen					X	
Administration						X
Auslan						X
Professionalism						X
Problem Solving						X
Deciding					X	
Implementing						X
Communicating						X
Flexibility					X	
Consulting					X	
Participating						X

SELECTION CRITERIA

ESSENTIAL:

- Demonstrated experience with coordinating and implementing project tasks and activities
- Knowledge of project management principles
- Experience in directing, filming and/or editing digital video contents
- Demonstrated high level of excellent interpersonal and communication skills, including proven ability in the effective negotiation, liaison, consultation and engagement of key stakeholders and partnerships
- Excellent organisational and time management skills with an ability to prioritise, coordinate and manage multiple tasks simultaneously
- In-depth understanding of opportunities and challenges facing Deaf and hard of hearing Australians
- NDIS and Working with Children's Check or be willing to obtain prior to commencement of this role
- Demonstrated experience with all Microsoft Office programs, SharePoint, Teams and Outlook, and video storing and editing tools.

DESIRABLE

- Demonstrated experience in disability sector and/or community development and/or strategic engagement with external organisations and stakeholders



- Engaging with Deaf and hard of hearing people and community groups

Please sign below your agreement of the above position description

.....
Print Name

.....
Signature

.....
Date