

Position Description – Auslan Translator

Position Title	Auslan-Translator
Department	Impact
Reports To	Translations Project Coordinator
Location	MELB, SYD, BNE

Position Purpose

The Auslan Translator will be proactive in enabling the Translation Service to respond to the access needs of Deaf Auslan users by providing high quality translations in a variety of mediums provided both externally and internally.

Position – Key Result Areas

Has direct responsibility over [1]
 Shares responsibility with others [3]

Recommends, advises, interprets [2]
 Provides information [4]

Accountability [1-4]

[1]

Translating

An Auslan Translator will be required to:

- Provide quality Auslan translations according to the details within the assigned project.
- Hold a current NAATI English to Auslan Recognised Practising Translator certificate or commit to obtaining within six months.
- Work with other Translators and project administrators in the provision of the Translation Service
- Abide by the ASLITA Code of Ethics and the organisation’s Code of Conduct
- Contribute to a high standard of professional service by upholding the vision, mission and values of the organisation.

Operational Duties

[1]

An Auslan Translator will be required to:

- Maintain accurate administrative records (if required, location depending)
- Stay up to date with emails and organisational communications
- Uphold and implement all relevant organisational policies and procedures, including workplace health and safety, ensuring that you do not place yourself or others at risk of injury
- Actively foster positive relationships with all key stakeholders
- Ensure translation activities benefit from collaborative approaches
- Attend and participate in formal and informal professional development sessions according to NAATI and Deaf Connect requirements

Other duties as directed

Decision Making

Decisions	Recommendations
Assist in the translation of the script	Improving the translation process

Primary Relationships

Internally	Purpose
Team Leader – Translation Services	Direct Line supervision and support
Video Editor	Support, advice and collaboration
Translators	Support, advice and collaboration
Chief Impact Officer	Support, advice and collaboration
External	Purpose
Members of Deaf Community and Hard of hearing communities and their families.	Information
All customers and stakeholders	Translation

Persons or functions that report to the position holder:

- Nil

Knowledge and Skills - Critical Skills

Requirement for Skills / Knowledge in this position

N = None	L = Little Need	D = Desirable
M = Moderate	I = Important	C = Critical

	N	L	D	M	I	C
Innovating					*	
Planning						*
Organising						*
Financial Management		*				
Customer/Client Orientation					*	
Administration					*	
Auslan						*
Vision					*	
Data Gathering					*	
Evaluation					*	
Problem Solving					*	
Deciding						*
Implementing					*	

Communicating						*
Lobbying					*	
Negotiating					*	
Consulting						*
Participating						*

Selection Criteria

Essential

- Fluency in Auslan, knowledge and understanding of the Deaf community, its language and culture
- Ability to adjust language register to meet the audience needs
- Good understanding of English
- Ability to understand and analyse an English source text message
- Good presentation skills
- Strong communication skills
- Ability to work in team environments
- Ability to work independently to access and collate information
- Positive and flexible attitude
- Experience in Auslan translations
- NAATI Recognised Practising Translator (English to Auslan) certification

Desirable

- Good ability to use technology and equipment including cameras, lighting and tripods

Salary

Salary will be based on qualifications and level of experience. Salary packaging will also be available.

Please sign below your agreement of the above position description.

Name _____ Signature _____

Date _____