

## Position Description

|                       |   |
|-----------------------|---|
| <b>Position Title</b> | Translations Project Officer            |
| <b>Department</b>     | Translations Service                    |
| <b>Reports To</b>     | Translations Project Coordinator        |
| <b>Location</b>       | Adelaide, Brisbane, Sydney or Melbourne |

### Position Purpose

As a member of the Translations Service Team, the Translations Project Officer will work collaboratively within the team and with internal stakeholders to ensure translation projects operate efficiently and work progress is tracked. This role will provide support to the Translations Project Coordinator and other members of the Translations Team.

### Position – Key Result Areas

Under the direction of the Translations Project Coordinator, the Translations Project Officer will work collaboratively to deliver against each of the areas of accountability outlined below. The Translations Project Officer has a shared responsibility for the delivery of Auslan based video content that meets established quality standards and supports the organisation’s externally funded projects to achieve its deliverables.

### Accountability [1-4]

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

### Content Development

Assign, schedule, and track content to be translated to Translators, following rostering and content load procedures.

Provide support, feedback and advice to translators or teams of translators on content, terminology, tone, context or other focus areas as needed

Facilitate feedback between project team and stakeholders or funders.

Assist with developing processes and frameworks to streamline video production in line with existing tools and resources.

[  
2  
]

## Video Production

[1  
]

Provide input into project planning and scoping of Auslan based video content including estimations on time to complete work.

Regularly review Auslan video-based content against established standards and provide feedback.

Work with Translators to collect, review and assess video content.

Provide basic support for video equipment maintenance and calibration.

## Administration

[1]

Handle cloud-based file management system to manage and review content and ensure timely delivery to clients and internal stakeholders.

Use project management software to ensure accurate tracking of progress – Monday.com for example.

Regularly collect and provide information for project reporting.

Collaborate with other teams within the organisation to coordinate access to filming spaces between key Translations Service projects and other internal and external requests.

Participate in team and stakeholder meetings as required.

## General

[1]

Other duties as advised by the Translations Project Coordinator.

Comply with the organisation’s policies and procedures for workplace health and safety, ensuring that you do not place yourself or others at risk of injury.

Understand and work within the relevant parts of the organisation’s quality management systems.

## Decision Making

| Decisions  | Recommendations   |
|--|---|
| Time estimates & management, work priorities and procedures. | <ul style="list-style-type: none"> <li>• Process development and performance improvement.</li> <li>• Stakeholder engagement for the consideration of community impact and outcome.</li> </ul> |

## Primary Relationships

| Internally                             | Purpose   |
|--|---|
| Manager, Translations Service          | Strategic direction, guidance, support, and advice  |
| Project Coordinator                    | Direct line management, strategic direction, collaboration, advice, and support                           |
| Translators                            | Scheduling, assignment, and tracking content for translation to ensure timely completion of project goals |
| Other members of the Translations Team | Communication, information sharing, and collaboration as part of a productive team                        |
| Other teams within Deaf Connect        | Collaborating and information sharing   |

| External | Purpose |
|----------|---------|
| Nil      | Nil     |

### 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

- Demonstrated ability to work collaboratively across teams and with a wide range of stakeholders in implementing and coordinating the development of Auslan based videos.
- Sound communication skills and an ability to collate and present information and recommendations.
- Experience with project tracking, administration, and attention to detail.
- Fluency in Auslan and knowledge and understanding of the Deaf community, its language and culture.

#### Desirable

- Relevant qualifications in administration and/or project management.
- Basic experience with video editing platforms and managing cloud-based files.
- Relevant experience in the use of Auslan for translation and education purposes.
- Knowledge of the Deaf and hard of hearing sector.

#### 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 \_\_\_\_\_