

Manager, Government Translation Service / Chef, Services de traduction et de terminologie

Are you a translation professional with procurement expertise who can read and write in both English and French at the superior level? Do you have strong leadership, analytical and consultation skills? If you answered yes to both of these questions, consider this opportunity with the Ministry of Government and Consumer Services, Ontario Shared Services (OSS), in the Government Translation Service (GTS).

The **Ontario Public Service (OPS) Leadership Behaviours** define what it means to be a leader:

- We are **responsible** for being leaders that demonstrate authenticity, accountability and courage.
- We are **innovative** by embracing positive disruption, having a future mindset and developing each other, every day.
- We are **collaborative** by leading with a common purpose, being inclusive and driving people-centred outcomes.

Diversity, Inclusion, Accessibility and Anti-Racism

The OPS is an innovative, responsive, and accountable public service that works hard to be diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable. Diversifying leadership teams is a top OPS priority with the goal to achieve parity with the Ontario labour force by 2025 for the most underrepresented groups (Indigenous, racialized and persons with disabilities) in leadership positions.

To advance this goal, the OPS is collecting socio-demographic information that will help to address potential barriers and achieve equity in hiring. You are requested to complete the voluntary survey and contribute to building a more diverse, anti-racist, inclusive and accessible OPS.

The OPS invites all interested individuals to apply and encourages applications from Indigenous and racialized individuals, and persons with disabilities.

The OPS is an accessible employer and we offer accommodation in all aspects of employment, including the recruitment process. Visit the [OPS Anti-Racism Policy](https://www.ontario.ca/page/ontario-public-service-anti-racism-policy) < <https://www.ontario.ca/page/ontario-public-service-anti-racism-policy> > and the [OPS Diversity and Inclusion Blueprint](https://www.ontario.ca/page/ops-inclusion-diversity-blueprint) < <https://www.ontario.ca/page/ops-inclusion-diversity-blueprint> > to learn more about the OPS commitment to advancing racial equity, diversity and inclusion.

The OPS offers employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](http://www.ohrc.on.ca/en/ontario-human-rights-code) < <http://www.ohrc.on.ca/en/ontario-human-rights-code> >. Refer to the application instructions below if you require a disability-related accommodation.

What can I expect to do in this role?

You will be responsible for:

- planning, managing and coordinating OSS' enterprise-wide delivery of translation services provided to the Ontario Public Service (OPS) by external vendors in support of the French Language Services Act
- the provision of corporate terminology services to the government, vendors, and the public
- leading the development of enterprise policies, standards, and processes
- leading the implementation of technologies that improve delivery of translation and terminology services within the OPS
- planning, developing, implementing and managing the enterprise translation and proofreading Vendor of Record agreement

Location: Toronto

How do I qualify?

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- You must possess oral and written French language skills at the superior level. Your proficiency level will be confirmed before hire.

Leadership and Project Management Skills:

- You have experience fostering an environment of high performance, learning, growth and continuous improvement.
- You can engage team members in a positive and inclusive work environment, promoting innovation and creativity.
- You have leadership skills to manage the GTS operations, staff, budgets, and suppliers, and provide direction on technical and administrative matters.
- You have knowledge of project management principles, methods, and practices to oversee large, complex translation and terminology information technology (IT) related projects.
- You have experience developing and implementing effective management systems and procedures.

Translation and Terminology Services Knowledge and Experience:

- You have knowledge of principles, methods, and industry practices for the provision of corporate-level translation and terminology services.
- You have experience with translation memory tools, terminology management systems and quality control methods.
- You can plan, develop, coordinate, and deliver enterprise-wide translation and terminology services.

Procurement and Contract Management Knowledge and Experience:

- You have knowledge of policies and procedures for service and contract management (i.e. Requests for Proposals (RFPs), tendering, supplier selection, contract administration and monitoring, reporting and documentation requirements).
- You have experience developing/implementing procurement strategies and managing large contracts.

Analytical Skills:

- You can identify and resolve a wide variety of technical, supplier, service and administrative problems/issues.
- You have knowledge of performance measurement and benchmarking techniques to evaluate client service levels against expected outcomes and obtain client feedback.
- You have the ability to interpret and apply knowledge of a range of legislation, regulations, policies, and standards (e.g. the French Language Services Act, the Freedom of Information and Protection of Privacy Act, the Procurement Directive, collective agreements, and the Occupational Health and Safety Act).

Communication and Consultation Skills:

- You can provide authoritative advice and make presentations to senior management and stakeholders.
- You have negotiation and customer service skills to deal effectively with clients, contractors, and ministry staff.
- You have written communication skills to prepare standards, informational materials for clients, and senior management reports.

Salary Range: \$90,348 - \$135,178 Per Year

Additional information:

- 1 Bilingual Temporary, duration up to 18 months (with possibility of extension), 222 Jarvis St, Toronto, Toronto Region

Note:

- [This ad is also available in French.](#)

Please apply online, only, at www.ontario.ca/careers, quoting **Job ID 181359**, by **Thursday, May 26, 2022**. Please follow the instructions to submit your application. Faxes are not being accepted at this time.

If you require accommodation in order to participate in the recruitment process, please contact us at www.gojobs.gov.on.ca/ContactUs.aspx to provide your contact information. Recruitment Services staff will contact you within 48 hours. Only those applicants selected for an interview will be contacted.

The Ontario Public Service is an inclusive employer. Accommodation will be provided in accordance with Ontario's *Human Rights Code*.