



Linguistic Advisor

Are you a French-language expert who considers themselves a self-starter with a strong background in translation services within a large organization? If so, consider this opportunity with the Communications Branch of the Ministry of Education, Government of Ontario, to apply your strategic writing and consultation skills to help translate and shape communications materials for the education sector.

What can I expect to do in this role?

You will:

- provide specialist French-language expertise and lead the technical quality assurance of French-language communications
- provide communication advice and consultation services to all levels of ministry management and staff on the accurate use of the French language
- oversee the translation process and provide guidance to external translators
- review, correct, revise, improve and adapt translations of a variety of communication materials prepared by external translators
- translate documents, including urgent, complex and sensitive communications
- independently lead/conduct and/or participate in research projects to develop new French-language resource materials and translation standards
- provide advice and recommendations to the manager related to translation service objectives/priorities

Location: Toronto

How do I qualify?

Mandatory

- You must be proficient in oral and written English and French at the superior level
- You must be a certified member of the Association of Translators and Interpreters of Ontario

Communications and translation services expertise:

You have demonstrated:

- knowledge of communications theory and professional translation and revision principles, techniques, practices and conventions
- ability to apply expert technical writing skills to translate a full range of communication materials from English to French and from French to English
- ability to develop, coordinate, prepare, publish and disseminate lexicons, glossaries, resource material and translation standards for the terminology, uniformity and quality of French-language communication materials
- ability to ensure that the creation, translation, revision, approval and publication of documents follows established processes, procedures, policies and standards

Research, analytical and evaluative skills:

You have demonstrated:

- ability to evaluate linguistic accuracy, precise meaning and intent, grammatical quality and language level/style of documents
- ability to resolve linguistic and/or stylistic problems or discrepancies and ensure terms used in translations are consistent and appropriate to the subject matter and context of the material
- ability to apply research techniques, practices and conventions to conduct inquiries and searches, access electronic terminology banks and style guides, and consult with experts

Project management, organizational and problem-solving skills:

You have demonstrated:

- ability to manage several projects and deadlines at the same time
- ability to assess workload demand, determine priorities, schedule work, assign tasks to translators and resolve translation project issues
- ability to liaise with clients and manage their expectations

Customer service and interpersonal skills:

You have:

- a focus on client service
- proven ability to apply consultation skills to obtain information, provide advice and guidance, and build consensus

OPS Commitment to Diversity, Inclusion, Accessibility, and Anti-Racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

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> > pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer 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.

Salary Range: \$1,443.29 - \$1,806.69 Per Week

Additional information:

- 1 Bilingual Permanent, 315 Front St W, Toronto, Toronto Region

Note:

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

Please apply online, only, by **Friday, June 17, 2022**, by visiting www.ontario.ca/careers, and entering **Job ID 180687** in the Job ID search field. 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*.

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