

Technical Translator-Editor

Priority may be given to the following designated employment equity groups: women, Indigenous peoples* (First Nations, Inuit and Métis), persons with disabilities and racialized persons*.

* The Employment Equity Act, which is under review, uses the terminology Aboriginal peoples and visible minorities.

City: Ottawa

Organizational Unit: Construction

Classification: TR-2

Tenure: These are 2 Continuing positions

Language Requirements: Bilingual Imperative PPC/PPC

The NRC Advantage

Great Minds. One Goal. Canada's Success.

The National Research Council of Canada (NRC) is the Government of Canada's largest research organization supporting industrial innovation, the advancement of knowledge and technology development. We collaborate with over 70 colleges, universities and hospitals annually, work with 800 companies on their projects, and provide advice or funding to over 8000 Small and Medium-sized Enterprises (SMEs) each year.

We bring together the brightest minds to deliver tangible impacts on the lives of Canadians and people around the world. And now, we want to partner with you. Let your expertise and inspirations make an impact by joining the NRC.

At the NRC, we know that diversity enables excellence in research and innovation. We are committed to a diverse and representative workforce, a safe and respectful work environment, and contributing to a more inclusive Canadian innovation system. We welcome all qualified applicants and encourage you to complete the employment equity self-declaration questions during the job application process.

Please let us know of any accommodation measures required to help you to be assessed in a fair and equitable manner. Please note that the information you provide will be treated confidentially.

Your Challenge

Help bring research to life and drive your career forward with the National Research Council of Canada (NRC), Canada's largest research and technology organization.

We are looking for a Technical Translator-Editor to support our Construction Research Centre. The Technical Translator-Editor would be someone who shares our core values of Integrity, Excellence, Respect and Creativity.

We are looking for a conscientious, solutions-oriented team player who strives for excellence and demonstrates qualities of accountability and integrity.

The national model construction codes are developed through a collaborative process involving the best expertise from across Canada and around the world to provide effective building and safety regulations that are harmonized across Canada.

These highly legalistic and technically complex documents are accessed by thousands of practitioners in the construction industry, so the standards of quality are very high. Don't miss this unique opportunity to be part of the team that produces these regulatory documents, which have an impact on the lives of all Canadians!

The Technical Translator-Editor produces high-quality translations from English into French of printed and electronic documents published by Codes Canada, the National Master Specification (NMS), and the Canadian Construction Materials Centre (CCMC). These include proposed change forms, intent statements, user's guides, code enquiries, presentations, training materials, evaluation reports and listings, and texts for the Codes Canada, NMS and CCMC Websites. The incumbent also edits contract translations, and performs other duties as necessary.

The incumbent works within a team of editors, translators and IT specialists.

Screening Criteria

Applicants must demonstrate within the content of their application that they meet the following screening criteria in order to be given further consideration as candidates:

Candidates must clearly demonstrate in their cover letter how they meet the education and experience factors listed on this poster in order to be given further consideration as candidates. Candidates must use the education/experience criteria as a header and then write one or two paragraphs demonstrating how they meet them by providing concrete examples. In addition, the candidate is encouraged to describe in detail when, where and how he/she gained the experience. Failure to provide an appropriate cover letter will result in the rejection of your application. Candidates will not be solicited for incomplete or possible missing information.

Education

University degree in Translation, Communications, Journalism or a related field.

A lesser degree of education or a degree in another field combined with more significant in-depth training and/or experience may be considered.

For information on certificates and diplomas issued abroad, please see [Degree equivalency](#)

Experience

- Significant and recent (at least three years in the last five years) experience in translation from English to French, and occasionally from French to English, in a technical publishing environment.
- Significant and recent (at least three years in the last five years) experience in French editing of technical or legal documents.
- Significant and recent (at least three years in the last five years) experience in the use of terminology banks and computer-assisted translation (CAT) tools.

Condition of Employment

Reliability Status

All employees of the National Research Council are required to be fully vaccinated against COVID-19 and attest to their vaccination status unless accommodated based on a medical contraindication, religion, or another prohibited ground of discrimination as defined under the Canadian Human Rights Act.

Language Requirements

Bilingual Imperative PPC/PPC

[Information on language requirements and self-assessment tests](#)

Assessment Criteria

Candidates will be assessed on the basis of the following criteria:

Technical Competencies

- In-depth knowledge of the translation and editing process, i.e., of reading the source text and analyzing its content, style and terminology, and ensuring the wording of the translation clearly reflects the intent of the author of the source text.
- Sound knowledge of publication software packages, including Microsoft Word and Adobe Acrobat, and knowledge of markup languages such as XML and HTML.
- Knowledge of the terminology and particular needs and preferences exhibited by technical practitioners, such as code users and/or technical professionals in the Canadian construction industry.

- Accuracy, attention to detail, judgement and excellent organizational skills.
- Ability to carry out instructions and to communicate effectively, orally and in writing.

Behavioural Competencies

- Management services - Teamwork (Level 2)
- Management services - Self-knowing and self-development (Level 2)
- Management services - Results orientation (Level 2)
- Management services - Communication (Level 2)
- Management services - Client focus (Level 2)
- Management services - Initiative (Level 2)

Competency Profile(s)

For this position, the NRC will evaluate candidates using the following competency profile(s): [Management Services](#)

[View all competency profiles](#)

Relocation

Relocation assistance will be determined in accordance with the NRC's directives.

Compensation

From \$63,874 to \$85,852 per annum.

NRC employees enjoy a wide-range of [competitive benefits](#) including comprehensive health and dental plans, pension and insurance plans, vacation and other leave entitlements.

Notes

- On October 6, 2021, the Government of Canada announced the launch of a mandatory vaccination policy across the federal public service. The Policy on COVID-19 Vaccination for the National Research Council requires you to be fully vaccinated against COVID-19, and that you attest to your vaccination status prior to the date of your appointment unless accommodated based on a medical contraindication, religion, or another prohibited ground of discrimination as defined under the Canadian Human Rights Act. You can find more specific information on the collection and use of your personal information when you submit your attestation.
- A pre-qualified list may be established for similar positions for a one year period.
- Preference will be given to Canadian Citizens and Permanent Residents of Canada. Please include citizenship information in your application.

- The incumbent must adhere to safe workplace practices at all times.
- We thank all those who apply, however only those selected for further consideration will be contacted.

Please direct your questions, with the requisition number (17466) to:

E-mail: NRC.NRCHiring-EmbaucheCNRC.CNRC@nrc-cnrc.gc.ca

Telephone: 613-998-6825

Closing Date: 14 July 2022 - 23:59 Eastern Time

For more information on career tools and other resources, check out [Career tools and resources](#)