



Law Society
of Ontario

Barreau
de l'Ontario

French Language Services Advisor & Senior Translator, Communications – (Hybrid, Toronto)

JOB PURPOSE:

The French Language Services Advisor and Senior Translator ("The Advisor/Senior Translator) develops, implements, and monitors the professional and timely delivery of corporate French language services to the Law Society to increase the understanding of the organization's mission, goals, initiatives, and services by the Francophone community and to foster greater communication between the organization, its members, and the public. This includes the translation of materials including all Law Society media materials, the Annual Report, corporate publications and corporate web content, social media writing and editorial services, written contributions to the Gazette, Law Society's online publication for licensees, and electronic communications, and communications advice internally. The role assists other divisions/department with the translation and/or outsourcing of program work and communications, where appropriate. Supervises the work of the Translator and manages the translation workflow. Sets work standards and processes, guide and mentor performance and development. The role demands a strong technical expertise. Mentors French language service team to provide succession and continuity. Provides advice to the senior staff and EDs responsible for French language service delivery, as well as coaching for Benchers and senior executives on French presentation.

QUALIFICATIONS REQUIRED:

- Minimum of a university degree in translation, with legal knowledge and/or terminology in both languages.
- Certification as a translator with ATIO (Association of Translators and Interpreters of Ontario) is considered an asset.
- Minimum, 5 years' experience. This includes 2 years previous professional translation experience as a translator working independently or with minimal supervision, with the ability to meet tight deadlines and complete project requirements, plus 3 years previous writing and communication experience to meet the communications and advisory responsibilities of the position.
- Solid understanding of translation principles, issues and developments.
- Knowledge of the best practices with respect to organizational communication, particularly related to French language services, employee and member relations and legislation governing French services.
- Thorough knowledge of Law Society policies, practices and protocols, and an understanding of the principles underlying governance of the legal profession.
- Superior command of French grammar and legal references with the ability to write and speak clearly and effectively in French
- Develops and applies complex information
- Proficiency in word processing, e-mail, and the Internet
- Familiarity with personal computers and related software applications

Client / Customer Service Planning

- Provides French language services and expertise throughout the organization in support of the Law Society's mandate of communicating with the profession and the public in both official languages.
- Acts in an advisory capacity on policies, procedures and initiatives affecting French language services, in light of the organizational mandate and legislative requirements.
- Ensures that the French Language Act is complied with and advises on its application in the organization.
- Manages the French content of the Law Society's internet, including identifying content needs, developing content or obtaining and updating content from program areas.
- Identifies communication opportunities and tactics targeted to the Francophone community, and networks with the French speaking legal community for needs identification, management and to measure satisfaction and improvements.
- Liaises with L'Association des juristes d'expression française de l'Ontario / Association of French Speaking Jurists of Ontario (AJEFO) on diverse topics of interest for the community

Client / Customer Service Delivery

- Takes lead responsibility for translation of corporate materials (media materials, corporate brochures, corporate web content), and coordinates the translation of large material, such as Convocation consultations reports, throughout the organization.
- Assists with video subtitles and French voice overs for CPD, Marketing.
- Conducts exam translation and review, send messages to candidates, and perform website updates.
- Handles communications in French related to the following: Gazette, blogs, releases, tweets, website updates, licensee updates, stakeholder updates and annual reports.
- Collaborates with the Law Society's external auditor.
- Edits biographies for Tribunal, rules of procedures and review annual reports.
- Drafts letters and applications from French to English and responses in English to French.
- Assists with the French exhibitions and with bilingual job descriptions and conducts bilingual interviews.
- Provides coaching for French speeches. Performs amendments to rules and By-laws.
- Manages translation services with outsourced service providers, ensuring that translated documents are consistent with English documentation and meaning, as well as organizational culture, policy and goals.
- Writes French content for the Gazette, including participation in the planning committee, sourcing contributors, and liaising with Communication team member and program areas.
- Coordinates French language instruction, develops, builds and maintains a lexicon of Law Society terminology for internal use, and provides linguistic advice and quality control to bilingual staff.
- Maintains a list of francophone contacts for the organization.

- Stands in for shortage of bilingual staff in the organization, manages licensing exams translation and testing, probes webpages to catch uncommunicated changes, responds to the public and lawyers needing FLS and not receiving it.

People Leadership

- Supports the Director in the training, development, and evaluation of employees directly and indirectly accountable to the Director, in accordance with the policies of the organization and best human resources practices.
- Fosters a team environment and builds team capability within the Client and People Services division by role modeling leadership behaviors, and empowering both team members and other employees working in the division.
- Supports Leads and provides the appropriate levels of support and coaching related to French language services.

Financial Responsibility

- Advises client departments in determining their translation requirements (content, volume), and develops specifications for related costs and resource requirements.
- Also identifies gaps in seamless public French language services.
- Recruits external resources and negotiates, prepares contracts and amending agreements purchase requisitions for outsourced activities, and ensures quality control and coordination of work.
- Maintains a list of qualified freelancers/translators.

Team Membership

- Contributes to the delivery of professional French language services in a team environment, ensuring the consistency and accuracy of message and the coordination of initiatives.
- Works closely with all members of Communications team to ensure a French dimension is considered in plans, initiatives and projects.
- Provides language-specific recruiting assistance to Human Resources for bilingual designated positions.
- Manages the translation workflow. Provides mentorship to other French speaking employees and in particular the Translator

The Law Society has introduced a Distributed Workforce Model to leverage flexibility and agility, and to maximize employee productivity and engagement. Work arrangements will be determined by role and departmental requirements. The working arrangement for this contract position has been classified as Hybrid, where the employee will regularly flex their work location between home and office. The specific application of this will be communicated to applicants contacted during the recruitment process.

The Law Society of Ontario is an equal opportunity employer that is committed to diversity and inclusion. We welcome applications from persons representing the diversity of our community. We are committed

to creating an accessible, barrier-free and inclusive workplace and are committed to continuing compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Please make any requirement you may have for accommodation during the recruitment process known when contacted.

If you are unable to apply to this position due to the requirement for an accommodation of any kind, please email us at hr@lso.ca or call 416-947-3475. We appreciate all interest and will directly contact candidates under consideration.

If you are interested in joining the Law Society, please apply directly through our [Careers Page](#) by February 16th, 2025.