

Senior Translator - DES

Organization:	Workplace Safety and Insurance Appeals Tribunal
City:	Toronto, ON
Job Term:	1 Temporary (22 months)
Compensation Group:	OPSEU
Job Code:	Translator 3
Salary Range:	\$ 1,569.09 - \$ 1,964.16 per week
Hours of work:	Minimum of 36 ¼ hours / week
Language of Position(s):	Both English and French
Posting Status:	Open

The WSIAT is currently seeking a highly motivated, experienced individual to join the team as a Senior Translator. In this role you will translate documents for the WSIAT including Office of the Chair and other Tribunal departments, consisting of complex legal, medical, financial and technical terminology and other business documents from English to French.

Preferred Start Date: January 2026

What can I expect to do in this role?

Under the supervision of the Manager, Library Services, the Senior Translator's duties are as follows:

1. Translating the decisions of the WSIAT and confidential case-related documents, consisting of complex legal and medical terminology
 - Providing French language advice to WSIAT officials, including the Chair, Adjudicators and legal teams.
 - Utilizing proper legal, medical, technical terminology.
 - Maintaining proper style, format, terminology and grammar.
 - Ensuring consistency, clarity and accuracy.
 - Ensuring that the finished product retains the meaning, feeling and intent of the original document.
 - Ensuring that the translated text is consistent with the tribunal terminology, is grammatically and typographically correct and completed within deadlines.
 - Maintaining and updating a French Language Lexicon for use by WSIAT staff.
 - Providing status updates for work and operate as the point of contact for French Language Services.
2. Translating the Annual Report, Quarterly Reports and other WSIAT official publications
 - Utilizing proper legal and medical terminology.
 - Maintaining proper style, format, terminology and grammar.
 - Ensuring consistency, clarity and accuracy.
 - Ensuring that the finished product retains the meaning, feeling and intent of the original document.
 - Ensuring that the translated text is consistent with the tribunal terminology, is grammatically and typographically correct and completed within deadlines.
3. Revising, editing and proofreading the Tribunal's French publications (official public documents)
 - Reviewing translation of documents with outside translation agencies to ensure that completed work conforms to Tribunal standards, performing the necessary editing and revisions.

- Authoring and revising the French language HTML pages for the French websites working with ITS to implement any new pages or changes.
 - Testing new technical applications for the public website (i.e., TitanFile, Glossary, GeniePlus Integrated Library System, etc.) and make translation recommendations for French speaking public users.
 - Designated to assist French speaking parties regarding technical issues providing confidentiality of client's case (i.e. Websites, applications such E-File, etc.).
 - Performing periodic check of WSIAT Website and Ontario Workplace Tribunals Library Website to ensure accuracy of translations.
4. Coordinating the translation of documents with outside agencies
- Assigning work to outside translation agencies if it cannot be translated in-house.
 - Communicating with agencies regarding expected quality and deadlines of assignment.
 - Communicating with authors including Chair's Office and Adjudicators on confidential matters related to translated or revised texts.
 - Checking agencies' invoices for accuracy before passing to the Manager, Library Services and Finance for approval.
 - Acting as a French Language Advisor regarding Accessibility and Accommodations issues.
5. Other duties as required by the Manager, Library Services

How do I qualify for this role?

Knowledge and Experience:

- Designation as a Certified Translator by the Canadian Translators, Terminologists and Interpreters Council (CTTIC) or another equivalent certification body.
- Superior oral and written French and English language skills.
- Knowledge of English-French translation techniques involving the on-going use of complex legal, medical, financial and technical terminology for a specialized, administrative, adjudicative tribunal.
- General knowledge of the Workplace Safety and Insurance Act to ensure that the translations are consistent with the Act.
- Knowledge on translation and interpretation requirements arising from the French Language Services Act
- Knowledge of software applications including Microsoft Office, Trados Studio, Antidote and database management systems to input, manipulate and search data, internet and email.
- Ability to coordinate French and foreign language translation quotes and delivery dates with approved vendors.
- Ability to provide timely status updates for work and operate as the point of contact for French Language Services.
- Ability to translate texts and to revise translated texts for the Tribunal and to maintain the Tribunal's approved style, format, and terminology as well as proper grammar.
- Ensuring consistency, clarity and accuracy in translations and when reviewing the translation of documents prepared by outside agencies and freelance translators.

Interpersonal Skills

- Strong interpersonal skills to communicate with Chair's Office, WSIAT staff and external suppliers.
- Ability to work under pressure with minimal supervision by exercising initiative and good judgement.
- Political acuity and tact to work with Chair's Office, Adjudicators and senior executives of the WSIAT sometimes working on highly confidential materials.

- Manage a challenging work environment with multiple competing and complex confidential priorities, which have tight timelines, in a flexible manner and ensure that prepared materials are of very high quality and reflect professional acumen.
- Identify methods of improving service and managing costs, assess and develop short/long term plans, and solicit and evaluate feedback from clients.

Additional Information:

Address: 505 University Avenue, Toronto

Posted on: November 26, 2025

How to Apply:

1. Please submit your resume and cover letter through our online [WSIAT Career Centre](#)
2. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, please show how you demonstrated the requirements for this job.
3. If you require accommodation for a disability during any stage of the recruitment process, please notify us, confidentially, at Recruitment@wsiat.ca. Recruitment staff will contact you within 48 hours.
4. **Background Check:** As a precondition of employment, the WSIAT requires that the final external candidate for this position, prior to commencing employment, is required to undergo both a criminal record and social media search. Other types of background checks may also be requested such as education verification and professional credential validation.

Remember: The deadline to apply is December 10, 2025 11:59 pm EDT. Late applications will not be accepted. We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Workplace Safety and Insurance Appeals Tribunal is an inclusive employer.
Accommodation is available under the Ontario Human Rights Code.**

All Ontario Public Service external job advertisements are posted in English and French. To confirm the language requirements of a job, check the "language of position" information at the top of each job ad. For all positions, candidates will be assessed in English, the business language of the Ontario Public Service. For English/French designated bilingual positions, candidates will also be assessed through French-language proficiency testing.

Toutes les offres d'emploi externes de la fonction publique de l'Ontario sont affichées en anglais et en français. Pour connaître les exigences linguistiques, vérifiez les renseignements sur la « langue du poste » figurant dans le haut de chaque offre d'emploi. Pour tous les postes, l'évaluation des candidates et candidats se fera en anglais, la langue usuelle de la fonction publique de l'Ontario. En ce qui concerne les postes désignés bilingues, la maîtrise du français des candidates et candidats sera également évaluée.