NAATI

POSITION DESCRIPTION

Position Title:	Project Officer-Indigenous Interpreting Project
Level:	NAATI Band 3.1 to Band 3.3
Salary Range:	$83,607 to $88,461 per annum plus super (paid pro rata)
Work Unit:	National Office – remote
Reporting to:	Project Manager, Indigenous Interpreting Project
Status:	Fixed term contract until September 2022 Part time 0.4 – 0.6 FTE

The Organisation:

NAATI is the registered business name of the National Accreditation Authority for Translators and Interpreters Ltd (ABN 42 008 596 996). Further details on the organisation and its business operations are available on the NAATI website at www.naati.com.au.

NAATI Values

NAATI's vision is for a connected community without language barriers, and our purpose is to credential practitioners who wish to work as translators and interpreters in Australia. We take our responsibilities seriously, and in doing so maximise people's ability to fully engage and participate in Australian society.

We are a values-based organisation. Respect, Integrity and Professionalism not only define who we are, it underpins everything we do.

Respect – We treat everyone with dignity and respect
Integrity – We are honest and trustworthy and lead by example
Professionalism – We strive for excellence in everything we do

Primary purpose of the position:

This is an exciting opportunity to work with an organisation that is committed to maintaining high standards in the Indigenous Interpreting industry and advocating strongly for the use of trained and certified interpreters at a time when it has never been more important.

The position is part of a dedicated, skilled and supportive team that is made up of two Project Officers and one Project Manager.

The objectives of the team are:

- To increase the number of NAATI certified Indigenous Language interpreters
- To increase the range of Indigenous languages for which there are NAATI certified Indigenous interpreters, and
- To increase the accessibility of interpreting resources for Indigenous language interpreters and organisations

We strongly encourage applications from Aboriginal and Torres Strait Islander peoples.

Key Responsibilities:

Working with your team:

- Organise and co-deliver NAATI training, testing and marking workshops either face to face or online.
    - Liaise directly with interpreters and interpreting support organisations to engage participants and other consultants (co-trainers, mentors, role players).
    - Support with workshop logistics
- Undertake administration tasks that include supporting interpreters to recertify their NAATI credentials
- Ensure accurate record keeping using NAATI database and Microsoft systems
- Assist with the development and production of communication materials including presentations, training materials and quarterly newsletter
- Contribute to improvements around effective engagement and advocacy.

Other functions and tasks as required to support the success of the project and NAATI.

Selection Criteria

Essential:

1. Strong organisational skills and an ability to work independently in a timely and efficient manner.
2. Strong relationship skills, including the ability to work effectively with other people to achieve project objectives.
3. Strong communication skills including the ability to ensure information is respectful, in Plain English and culturally appropriate.
4. Experience in a training, teaching or instructing role in an online environment.
5. Keen interest to learn more about the interpreting industry and Aboriginal and Torres Strait Islander languages.
6. The confidence and willingness to learn new skills that you don't yet have.
7. Ability and willingness to travel and work interstate, as/if required.

Desirable:

1. Relevant tertiary qualifications and/or experience (in interpreting, translation, linguistics, language studies, etc.).
2. An understanding of the communication and linguistic issues faced by Aboriginal and Torres Strait Islander peoples.

Employment Conditions:

- Employment conditions are set out in NAATI's Enterprise Agreement 2020-2024.

Approved by: Manager – Human Resources Manager