



POSITION DESCRIPTION

Position Title:	Development & Training Officer – Aboriginal and Torres Strait Islander languages (Identified position)
Level:	NAATI Band 4
Work Unit:	Certification Policy & Development
Reporting to:	Project Manager – Indigenous Interpreting Project
Classification:	Fixed-term contract (12 months)/ 30 hours per week

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, they underpin 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 Outcomes for the Position:

The Development & Training Officer – Aboriginal and Torres Strait Islander languages reports to the Project Manager – Indigenous Interpreting Project and is responsible for creating and delivering training and professional development activities for Aboriginal and Torres Strait Islander language interpreters and translators who are working towards achieving their NAATI certification. Key outcomes are:

1. Successfully deliver training, certification and professional development activities for Aboriginal and Torres Strait Islander language interpreters and translators.
2. Support the growth in the number of Aboriginal and Torres Strait Islander language interpreters and translators holding NAATI credentials.
3. Maintain effective relationships with interpreters, translators, examiners, language organisations and other stakeholders.
4. Contribute to the continuous improvement of NAATI's Aboriginal and Torres Strait Islander language activities.

Key responsibilities and duties

Working directly with team members:

Participant support and pathway development

- Support interpreters and translators to progress through the certification pathway through coaching, mentoring and training activities.
- Work with stakeholders to develop and maintain a pipeline of Aboriginal and Torres Strait Islander language interpreters and translators that are interested in progressing through the NAATI certification pathway.
- Keep accurate records of individual interpreters and translators using NAATI systems such as NCMS, Microsoft Teams, Microsoft Excel, and PowerBi.

Training and testing workshops

- Co-design and deliver NAATI training, assessment and testing workshops for interpreters and translators moving through the NAATI certification pathway, either face to face or online.
- Contribute to the planning and logistics for NAATI training and testing workshops, including liaising directly with interpreters, translators and support organisations.
- Co-design and deliver professional development opportunities for certified interpreters and translators to assist with recertification PD requirements.

Stakeholder engagement and sector development

- Facilitate relationships between industry stakeholders to promote the certification pathway and to increase industry collaboration.
- Represent NAATI at stakeholder meetings and industry events, for example conferences or roundtable discussions.

Additional requirements

Ability to travel nationally, as negotiated with Project Manager – Indigenous Interpreting Project.

Special measure

NAATI considers this position to be a special measure under section 8(1) of the *Racial Discrimination Act 1975* (Cth). This is an identified position and is therefore open only to Aboriginal and/or Torres Strait Islander applicants.

Selection Criteria

Essential:

1. Demonstrated ability to work effectively with Aboriginal and Torres Strait Islander people, communities and organisations, including a strong understanding of cultural protocols, community expectations and appropriate engagement practices across urban, regional and remote contexts.
2. An understanding of the language service needs (interpreting and translation) of Aboriginal and Torres Strait Islander communities.
3. High level intercultural communication and relationship skills, including the ability to work effectively with other people to achieve outcomes.
4. Experience in a training or teaching role, using both in person and online modes of delivery.
5. Strong project coordination skills and the ability to set priorities and plan and act to achieve desired outcomes within specified timeframes.



6. Demonstrated ability to work independently and manage multiple competing priorities.
7. Certificate IV in Training and Assessment, or a willingness to work towards achieving it within the role.

Desirable:

1. Post-secondary qualifications and/or experience in a relevant area.
2. Experience in the Interpreting or Translating profession.
3. Current Australian driver's license.

Employment Conditions

- Employment conditions are set out in the NAATI Enterprise Agreement 2024-2028

Approved by: Manager – Certification Policy and Development – September 2026