

Job title: Welsh Translator

Directorate: Devolved, Legal and Governance

Responsible to: Manager, Electoral Commission, Wales

Responsible for: N/A

Location: Cardiff office/home based (hybrid)

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## Job Purpose

The role is to provide a Welsh translation service for relevant material produced by teams across the Electoral Commission, ensuring that the Commission meets the commitments set out in its statutory Welsh Language Standards.

The post holder will undertake the translation and proof reading of a range of official documents, including web content, communications assets, guidance, forms and technical reports.

The post holder will also work closely with other members of the Commission's team in Wales on specific projects and other work necessary to support the team's objectives. This could include being involved in a range of activities such as promoting Welsh language awareness, communicating with other teams on larger translation projects, or developing bilingual communications materials for example.

## Key Accountabilities

Accountability	%
<ul style="list-style-type: none"><li>Translate and proofread materials in line with the Commission's Welsh Language Standards and corporate style guidelines, working to agreed timescales and using translation software.</li></ul>	70

<ul style="list-style-type: none"> <li>As part of a small team help promote Welsh language awareness across the organisation and work with teams to develop a forward plan of translation work</li> </ul>	10
<ul style="list-style-type: none"> <li>Inputting material onto the website using content management systems.</li> </ul>	10
<ul style="list-style-type: none"> <li>Undertake any additional work as necessary to support the Wales team's objectives including working on specific projects relating to electoral activity in Wales</li> </ul>	10

## Key working relationships

The post-holder must build and maintain working relationships and influence a range of stakeholders on a regular basis. This includes internal customers and external translation agencies. This role will involve managing expectations of internal customers who are often based remotely.

## General

- Willingness to travel occasionally to our other offices in the UK for training purposes, where sometimes an overnight stay may be required.
- Understand, and actively promote, the aims and objectives of the Electoral Commission Corporate Plan.

*This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.*

## Person specification

Category	Requirement	Essential or desirable	How to assess
<b>Qualifications</b>	Professionally qualified Welsh language translator educated to degree level in Welsh and/or significant experience of translating materials into Welsh in the workplace	E	A
<b>Experience</b>	Working as a Welsh translator in a busy corporate setting	E	A/T/I
	Proofing and editing material in Welsh, to corporate style	E	A/I
	Developing and updating content on websites in the Welsh language	D	A/I
	Using translation software, ideally Phrase	D	A/I
<b>Knowledge and Skills</b>	Attention to detail and accuracy with a high standard of quality checking written Welsh and English	E	T
	Digital inputting skills on web platforms or willingness to learn	D	A/I
	Excellent organisational skills and the ability to work well under pressure and prioritise multiple projects effectively	E	A/I
	Strong interpersonal and negotiating skills, confident dealing with internal and external stakeholders at all levels	E	I
	Excellent Welsh and English written communication skills , with ability to use plain language to communicate content in a clear style	E	A/T
	Ability to deal with customers and or/members of the public	E	I

	High level of IT literacy, to include Microsoft 365	E	A/T
	Good understanding of the Welsh language standards	D	A/I
	The ability to work flexibly both with limited supervision and as part of a team	E	A/I
	Impartiality, with a high degree of integrity, sense of probity and a strong commitment to equality	E	A/I

A-Application and CV      I-interview      T-test

Job Description and Person Specification last updated: 02/12/2024  
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