

## Job Description

<b>Job title</b>	Welsh Language Officer
<b>Reports to</b>	Head of Communications
<b>Location</b>	Cardiff
<b>Payband</b>	3

<b>Job description</b>
<b>Job Purpose</b>
<p>Accountable to the Head of Communications for monitoring the Audit Wales adherence to its Welsh Language Standards.</p> <ul style="list-style-type: none"> <li>Responsible for co-ordinating Welsh Language activities and reporting for the organisation.</li> <li>Proof read documents and provide small-scale in-house translations – such as social media text, web copy, press releases, letters and emails.</li> </ul>
<b>Main Duties</b>
<ul style="list-style-type: none"> <li>Coordinate the workflow of external translation support to the Audit Wales and manage relationships with external translation companies and intervene where appropriate.</li> <li>Liaise with external translators under the Audit Wales framework contract to secure quotes, commission translation work and monitor progress of these projects.</li> <li>Delegated responsibility for translations budget and Welsh language training budget.</li> <li>Developing a linguistic skills strategy bringing together the various aspects of equality of language choice in service provision, staff development and recruitment.</li> <li>Ensuring Welsh content on website and Welsh language information on intranet is up to date and compliant with Welsh Language Standards.</li> <li>Working with Business Services Manager and Officer on tendering process for translations in compliance with procurement guidelines.</li> <li>Working with HR to develop and deliver an Audit Wales, Welsh Language learning scheme for all staff including new starters.</li> </ul>
<b>Key Results Areas</b>
<ul style="list-style-type: none"> <li>Planning and coordinating the Audit Wales, Welsh Language requirements and monitoring implementation of the Welsh Language Standards or equivalent.</li> <li>Raising the profile and awareness of Welsh Language within Audit Wales and promote the Audit Wales, Welsh Language Standards or equivalent.</li> <li>Providing management information on progress of the Standards internally to the Executive Director Corporate Services, Head of Communications, and to the Welsh Language Commissioner.</li> <li>Keeping abreast of legislative, strategic and technical developments in relation to the Welsh language standards and the translation industry.</li> <li>Acting as first point of contact for Audit Wales with the Welsh Language Commissioner's office.</li> <li>Deal with any Welsh language complaints received from clients or members of the public about the Audit Wales.</li> </ul>

## **Job description**

- To act as a role model for the values and behaviours of Audit Wales.

## **General**

### **Our Values and behaviours**

Our values and behaviours define the way we work and how we work together to achieve our goals. All our people are fully committed to demonstrating our values and behaviours, so we can work effectively with each other and make good decisions. They help us be the best we can be and ensures that we've got the right skills and experiences in the right place. Our values and behaviours are designed by staff to help increase the diversity of our workforce and developing a coaching culture to ensure thriving conditions for organisational success. We ask that the successful applicant contributes fully to nurture a positive culture and to help us grow by living our values and behaviours.

### **Confidentiality and Information Security**

The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate or client in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and Audit Wales Disciplinary Policy.

### **Equality**

The Public Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. Audit Wales is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

### **Health and Safety**

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

### **Security Checks**

All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications. In addition all staff in qualifying roles are subject to security vetting arrangements to CTC (counter terrorist check) security level.

### **Dignity at Work**

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the Audit Wales Dignity at work policy.

## General

### Welsh Language

We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim.

All job descriptions will detail whether the ability to speak Welsh is an essential or desirable requirement. If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if you wish.

## Person Specification

Requirement	Essential or Desirable
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### 1. Qualifications

1.1 Fluent Welsh speaker	Essential
1.2 Educated to degree level A degree in Welsh	Essential Desirable
1.3 Translation accreditation or commitment to learn.	Desirable

### 2. Skills and abilities

2.1 Ability to work in a methodical manner with good time management and organisational skills.	Essential
2.2 Ability to think laterally and generate ideas for the positive promotion of Audit Wales.	Essential
2.3 Excellent communications skills, written and verbal.	Essential
2.4 Good interpersonal skills with an ability to deal with staff confidentially at all levels.	Essential

### 3. Experience

3.1 Experience of English to Welsh written translation work.	Essential
3.2 Experience of web work.	Essential
3.3 Experience of proof reading documents accurately.	Essential

### 4. Personal attributes

4.1 Good attention to detail.	Essential
4.2 Flexible approach to work.	Essential
4.3 Self-awareness and knowledge of one's own limitations and when and how to seek help and feedback.	Essential
4.4 Effective self-management, adaptable to change, and able to manage multiple tasks simultaneously.	Essential
4.5 Team Awareness: able to understand conflicting demands and values; the ability to recognise and monitor client needs and satisfaction.	Essential

4.6 Works with a degree of autonomy and minimal supervision and is generally responsible for prioritising own work load, escalating to Head of Communications as appropriate.	Essential
<b>5. General</b>	
5.1 Self-aware and a role model for Audit Wales values and behaviours	Essential
5.2 Ability to work flexibly and if necessary outside of normal office hours.	Essential
5.2 An awareness and commitment to the arrangements for health and safety	Essential
5.3 An awareness and a commitment to equality and diversity.	Essential
5.4 Able to operate within WAO House Style and guidance documents to ensure consistency in delivery of communications, referring to Head of Communications where appropriate.	Essential

<b>Skill area</b>	<b>Essential</b>
<b>Speaking &amp; Listening</b>	Hold and lead in depth and complex meetings and discussions in Welsh about our work.
<b>Reading</b>	Understand complex reports and correspondence and disseminate the content to others including non- welsh speakers
<b>Writing</b>	Translate documents and correspondence to a high standard of meaning and grammar.