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| **Language Quality Advisor (AS-03)** |
| Internal Process |

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|  | | | **ESSENTIAL QUALIFICATIONS** | |
|  | | | **Education** | |
| **Mandatory** | | | * Secondary school diploma or employer-approved alternatives (a satisfactory score on the PSC test approved as an alternative to a secondary school diploma; or an acceptable combination of education, training and/or experience) | |
|  | | | **Experience** | |
| **Mandatory** | | | * Significant experience in the analysis, revision and transcription of documents in both French and English * Experience in the quality control of various unilingual and bilingual texts * Experience in operating a personal computer using word processing and/or presentation and/or spreadsheet software | |
|  | | | **Abilities** | |
| **Mandatory** | | | * Communication * Planning and Organizing | |
|  | | | **Personal Suitability** | |
| **Mandatory** | | | * Verification and Accuracy * Dependability * Judgement * Client Focus | |
|  | | | **Official Language Proficiency** | |
| **Mandatory choice** | | | * English Essential * French Essential * English or French Essential * Bilingual Imperative – Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Bilingual Non-Imperative – Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Bilingual Imperative – Level: PCC/PCC * Bilingual Imperative – Level: PCC/PPC * Bilingual Imperative – Level: PPC/PPC * Bilingual Imperative – Level: PPP/PPP | |
|  | | **ASSET QUALIFICATIONS** | | |
|  | | **Education** | | |
| **Optional choice** | | * Degree from a recognized university * Certificate in translation from a postsecondary institution * Successful completion of a university degree with or supplemented by specialized studies in translation * Successful completion of a diploma or certificate in Translation from a recognized university or college (regular, specialized or accelerated program) AND a minimum of 1 year experience in adapting or editing documents in French and/or English | | |
|  | | **Experience** | | |
| Any of the following qualifiers can be used for experience factors within the assets qualifications section: **Experience**; **Experience with good results**; **Recent experience**; **Recent experience with good results**; **Significant experience**; **Significant experience with good results**; **Recent and significant experience**; **Recent and significant experience with good results**. Please refer to the Users Guide: Standardized Statement of Merit Criteria & Conditions of Employment for more information about qualifiers. | | |
| **Optional choice** | | * in terminological and linguistic research * in translating French to English in an environment where the work is quality controlled * in translating English to French in an environment where the work is quality controlled * in using computer assisted translation (CAT) software such as MultiTrans or Trados * in translating government documents * in translating or revising translated text from English to French or from French to English in an environment where the work is quality controlled | | |
|  | | **Knowledge** | | |
| **Optional choice** | | * Knowledge of principles and practices pertaining to the communications field * Knowledge of writing and editing principles and practices * Knowing our business | | |
|  | | **Abilities** | | |
| **Optional choice** | | * Written communication * Thinking Skills * Using Technology * Diagnostic Information Gathering * Consulting | | |
|  | | **Personal Suitability** | | |
| **Optional choice** | | * Interpersonal Awareness * Changing and Learning * Initiative * Positive Attitude | | |
|  | | **Occupational Certification** | | |
| **Optional choice** | | * Certification by a provincial/national translation association in the English to French and/or French to English language combination | | |
|  | | **OPERATIONAL REQUIREMENTS** | | |
| **Optional choice** | | * Willing and able to work overtime * Willing and able to travel | | |
|  | **ORGANIZATIONAL NEEDS** | | | |
| **Optional choice** | * In order to achieve a representative workforce, selection may be based on qualified candidates self-identifying (at time of application) as being: * a member of visible minority group * an aboriginal person * a person with a disability * a woman | | | |
|  | | | | **CONDITIONS OF EMPLOYMENT** |
|  | | | | **Reliability and Security** |
| **Mandatory** | | | | * Reliability Status |