

# Job Description and Person Specification



## POST IDENTIFICATION

<b>Post Title:</b>	Welsh Language Translator Apprentice
<b>Job Evaluation ID:</b>	2079CE
<b>Grade:</b>	4 £19,650 (SCP05) to £20,043 (SCP06)
<b>Directorate:</b>	Education and Corporate Services
<b>Division:</b>	Business Improvement
<b>Section:</b>	Corporate Policy and Business Support
<b>Location:</b>	Penallta House
<b>Responsible to:</b>	Senior Policy Officer (Equalities Welsh Language and Consultation)

## JOB PURPOSE

To support the Senior Policy Officer (Equalities and Welsh Language) and the Welsh Translators in the implementation of the Council's Welsh Language Standards.

To develop a range of work related skills and competencies, gain a sound understanding of the service and wider organisation, and work as part of the team to support the effective operational delivery of the service.

To successfully complete a Level 4 Higher Apprenticeship qualification through the Welsh Apprenticeship Framework.

## RESPONSIBILITIES

### Job Specific

Contribute to the day-to-day operation of the service, undertaking a range of tasks and duties (relevant to the level of development) as directed by the line manager, including:

- Providing basic translation and proof-reading facilities for the Council.
- Assisting in the management of files, project records and correspondence.
- Assisting, as required, with correspondence and telephone contacts with Welsh speakers

Develop sound knowledge and understanding of all aspects of the work relevant to the role and the wider service area.

Complete specific tasks, as directed, in an efficient and timely manner.

Work effectively and cooperatively as part of the team.

Communicate effectively with colleagues, customers and clients.

Undertake a range of general administrative tasks and activities.

Use technology to support day to day tasks and operations including (but not limited to) computers and printers.

Use a range of software including (but not limited to) Microsoft Office 360 (Outlook, Word, Excel etc.)

Provide support to senior officers on work projects (relevant to the level of development).

Engage in all work related training and work effectively with the training provider to complete the qualification within agreed timeframes.

Home, office agile working.

### **Organisational**

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

**The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.**

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	A level in Welsh (or relevant work experience of working with written Welsh) <b>and</b> GSCE English (or equivalent Level 2 qualification in English on the Credit and Qualifications Framework for Wales.)	
<b>KNOWLEDGE</b>		An understanding of Council services.  Awareness Welsh language legislation or the development and promotion of the Welsh language in Wales.
<b>SKILLS</b>	Excellent spoken and written communication skills through the medium of Welsh and English.  Confident using IT (for example: email and word processing).  Able to work effectively as part of a team.  Able to complete tasks in agreed timeframes and work to deadlines.  Able to follow a structured training programme.  Committed and motivated to personal development.	Able to use your initiative to resolve work problems.
<b>EXPERIENCE</b>	Experience of working in both English and Welsh	Experience of working in an office.  Experience of using Cysgliad computer package.
<b>OTHER</b>		Able to travel throughout the County Borough during the working day.

**For Office Use:**

Politically Restricted:	No
Disclosure and Barring Service Check:	No
Barred List Check:	No
Baseline Pre Employment Medical Assessment:	No
Registration:	No
Job Description Completion / Review Date:	07/03/2022