



# Interim Translations Co-ordinator

JOB DETAILS	
Job Title:	Interim Translations Co-ordinator
Reports to (title):	Head of Head of Knowledge Translation
Type of contract:	Fixed term, June 2018 to January 2019
Location:	Flexible
Date:	May 2018

## PURPOSE OF THE JOB

The Interim Translation Co-ordinator ensures the successful delivery of the **Cochrane's translation strategy and work plan as part of Cochrane's *Strategy to 2020*** targets and goals and the Knowledge Translation (KT) Framework under the direction of the Head of KT. This person represents translation and multi-language needs across **Cochrane's** Central Executive departments to ensure they are taken into account and implemented within editorial, communication and technological developments; coordinates the maintenance and development of infrastructure and processes for translation; oversees and supports all translation projects; and represents translation and multi-language matters within Cochrane as well as externally.

## PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

**Work closely with, and facilitate communication between Cochrane's Central Executive, translation project teams, and Cochrane's publisher, John Wiley & Sons, to:**

- Take overall responsibility for the day-to-day operations required to deliver the **translation strategy as part of Cochrane's *Strategy to 2020*** and KT Framework;
- Ensure the implementation of multi-language approaches as part of the wider KT implementation, help coordinate the responsible working group and deliver its workplan;
- Oversee, support and engage with all on-going and planned translation projects;
- Train and support translation project teams with their translation and dissemination activities to ensure effectiveness and quality;
- Act as product owner and subject matter expert to develop and maintain **multi-language functionality in all of Cochrane's processes and products**, including the

Cochrane Library, cochrane.org, Archie, Sugar CRM, editorial and organisational processes;

- Maintain and develop the Translation Management System (TMS) integration with Memsourse, to take into account user feedback and improve usability;
- Coordinate the review and adaption of Cochrane's **translation strategy**.

## PERSON SPECIFICATION

### *Essential:*

- Background in translation, linguistics, communications or a related field;
- Excellent working proficiency in English and working proficiency in at least one other language; additional languages are an advantage;
- Verifiable competence and willingness to establish and maintain effective working relations with people from a variety of cultural and linguistic backgrounds and geographically dispersed teams;
- Ability to work independently and accountably under general direction, and to provide sound advice and support to others;
- Excellent interpersonal and communication skills (spoken, written and presentational) and a collaborative management style;
- Proven project management and organisational skills; and the ability to coordinate the work of teams and individuals, ensuring the quality and timeliness of outputs.
- Working experience or knowledge in content localisation and related matters including multi-language search and communications.
- Technological knowledge, comfortable using specialised software and dealing with technical issues;
- Time management skills, ability to work to deadlines and flexible hours as needed;
- Ability to travel internationally on an occasional basis.

### *Preferred:*

- Experience with Cochrane software and processes, translating for Cochrane and using Memsourse TMS;
- A non-native English speaker who can fully grasp the needs of non-English speakers;
- Self-motivated and results-oriented;
- **Committed to Cochrane's mission and values;**
- Ability to motivate and engage others in advancing the mission of the organisation;
- Experience working with teams in a not-for profit or low resource setting;
- Willingness to challenge existing organisational processes;
- Ability to integrate with broader strategic, policy and operational objectives;
- Knowledge of and interest in the work of Cochrane, global health, healthcare systems, and scientific publishing.

## KEY INTERFACES

- Cochrane Central Executive
- Publisher of the *Cochrane Library*, John Wiley & Sons

- Cochrane groups, external groups, and individuals involved in translating Cochrane content
- External partners and service providers

#### DIMENSIONS

Budgetary responsibility: N/A

Number of direct and indirect reports: N/A