Job Title: Translation & Transcription Co-ordinator  
Grade: 5

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

The Specialist Support Service is centrally based serving Staffordshire. The service consists of four teams: ASSIST (Post-16), Hearing Impairment, Visual Impairment and Autism Outreach Team.

ASSIST (Autism & Sensory Support in Staffordshire) provides high quality, customer centred and value for money support. It is a post-16 service that is centrally based, serving Staffordshire and surrounds. It is part of the Specialist Support Service which provides access and support for people who have a hearing/vision impairment or an Autism Spectrum Condition.

Reporting Relationships

Responsible to: ASSIST Manager

Responsible for:

Key Accountabilities:

* Working with the ASSIST Project Co-ordinator to ensure that a translation/transcription service is provided at all times in accordance with service guidelines.
* To ensure work in relation to transcription/translation is of a high standard and sustained throughout the year by working with other specialist advisors who have the relevant skills.
* To co-ordinate/sustain and action the provision of materials in alternative formats; Braille, Moon, large print, audio, visual diaries, communication passports etc. and send out to clients within a given time frame.
* To prepare and produce Braille documents to be checked by specialist tutors.
* To record information into audio formats such as tape/CD.
* To have an understanding of specialist formats used in transcription/modification and be familiar with adaptive technology for HI/VI/ASD and research new products.
* To liaise with the ASSIST specialists and Advisory Teacher for ICT/stakeholders and outside agencies concerning equipment and software.
* Maintain confidentiality/data protection.
* Undertake general administrative duties as directed by the ASSIST Project Co-ordinator.
* Processing orders and maintaining appropriate levels of stock stationery, consumables etc.
* As directed by the ASSIST Project Co-ordinator ensure that day to day financial transactions are met in accordance with Financial Regulations and within agreed budgets.
* To be aware of Child/Vulnerable Adults Protection/Safeguarding issues within the team.
* To deputise and cover for the ASSIST Project Co-ordinator assisting with any other duties which may arise.
* Promote, market and communicate the services provided by ASSIST in a proactive and positive manner.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * NVQ Level 2 in Business Administration or equivalent experience * BSL Level 1 or working towards this qualification * ICT qualification equivalent to the competency level of ECDL * RSA 2 Touch Typing skills or equivalent * CACDP Notetaking Level 2 or equivalent, or working towards | A  A  A  A  A |
| **employer_small** | **Experience and Knowledge**   * Experience of working with or proven contact with people with sensory impairments/ASD with particular experience in providing translation/transcription services * Experience and awareness in the use of specialist access technology * Proven knowledge of Financial Regulations/Contract Standing Orders and any other related legislation * Knowledge of relevant legislation including Equality Act and NHS Accessible Information Standard and their implications for the Service’s client base * Ability to retrieve and manipulate financial information for the production of statistics and reports * Experience of developing and maintaining effective working relationships with other Directorates and external agencies * Experience of managing and prioritising own/others workload to meet agreed deadlines | A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **employer_small** | **Skills**   * High levels of computer literacy to include MS Office, CAPITA Integra finance system and databases * Excellent Communication (oral and written) with proven influencing ability * Commitment to customer focused solutions * Proven organisational skills | A/I  A/I  A/I  A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**