



POSITION DESCRIPTION

Position Title:	Project Manager (Supporting the Profession)
Level:	NAATI Band 5
Work Unit:	National Operations
Location:	Canberra, Melbourne, or Sydney
Reporting to:	Chief Operating Officer
Classification:	Permanent full time (1 FTE)

The Organisation:

NAATI is the registered business name of the National Accreditation Authority for Translators and Interpreters Ltd (ABN 42 008 596 996). Further details on the organisation and its business operations are available on the NAATI website at www.naati.com.au.

NAATI Values

NAATI's vision is for a connected community without language barriers, and our purpose is to credential practitioners who wish to work as translators and interpreters in Australia. We take our responsibilities seriously, and in doing so maximise people's ability to fully engage and participate in Australian society.

We are a values-based organisation. **Respect**, **Integrity**, and **Professionalism** not only define who we are, it underpins everything we do.

Respect – We treat everyone with dignity and respect

Integrity – We are honest and trustworthy and lead by example

Professionalism – We strive for excellence in everything we do

Primary Outcomes for the Position:

The Project Manager is a member of the NAATI Management Group and reports to the Chief Operating Officer. The position is responsible for coordinating NAATI activities to support the translating and interpreting (T&I) profession, especially those seeking to attain (and maintain) their NAATI Certification. The Project Manager will engage with a broad range of stakeholders including Language Service Providers (LSP's), training providers, professional associations, and Governments to ensure test preparation and professional development material.

Key responsibilities and duties:

In consultation and collaboration with the NAATI Senior Executives and Management Team the position will work collaboratively with internal and external stakeholders to ensure relevant and timely availability of material that supports practitioner development and supports the sustainability of the T&I profession.

- Coordinate the identification, planning, development, and delivery of high-quality professional development programs that are valued by, and accessible to the T&I community.
- Design and deliver workshops and related materials to support test candidates.
- Liaise with external stakeholders, including Governments, professional associations and LSP's to develop and/or support initiatives aimed at supporting and sustaining the T&I profession.
- Manage related projects including planning, budgeting, resource allocation.
- Ensure continuous quality improvement through regular evaluation of programs and material.
- Support NAATI promotional activities and events.
- Identify and evaluate potential new initiatives or opportunities.
- Provide learning design expertise whilst considering commercial opportunities to repurpose content for new customers including licensing of content.
- Provide support to other NAATI business units as required.

Other functions and tasks as required to support the success of NAATI.

Selection Criteria

Essential:

1. Sound knowledge of the translating and interpreting profession including the issues, challenges and opportunities faced, including knowledge of NAATI and its core business and objectives.
2. Excellent negotiation skills and the ability to work with a variety of stakeholders
3. Formal qualifications in a relevant discipline(s) including but not limited to language (T&I), business, education, project management, and/or communications.
4. High level communication and facilitation skills, preferably including experience in delivering training programs.
5. Highly developed technical skills including expertise with learning management systems, audio-visual recording tools, social media and Microsoft Office.
6. Demonstrated ability to work effectively in a multi-disciplinary team environment.

Desirable:

1. Post graduate qualifications and experience in a relevant discipline.
2. NAATI Certification credential(s) in translating and/or interpreting.
3. Experience working with multicultural and diverse clients.

Employment Conditions:

- Employment conditions are set out in the NAATI Enterprise Agreement (2024-2028).

Approved by: Chief Executive Officer October 2024