



## **TRANSLATIONS PROJECT MANAGER 014/P/07**

COI acts as the centre of excellence for marketing in the public sector. We advise on, procure and provide communications solutions across all media for our clients in government departments and agencies. Our aim is to help government organisations secure their policy or public service objectives, whilst achieving maximum communication effectiveness and value for money.

We employ around 650 staff, most of whom are based at our headquarters in London, SE1; about ten minutes walk from Waterloo Station. Over 80% of our staff come from the private sector. We aim to add value to every project by combining our in-depth knowledge of communications business with our knowledge of government. We are one of the biggest advertisers in the UK and have an annual turnover in excess of £320 million.

We have held Investors in People accreditation for the past five years. Our corporate HR objective is to recruit retain and develop people who share our values and meet our high standards of service.

### **The Job**

COI Translation provides translations of government information material into all UK non-English languages, and in the full range of media, both printed and electronic.

The Translation Project Manager role is a specialist one for which applicants will need to have an appreciation of linguistic issues, quality control, and the use of IT for working in foreign languages, as well as a familiarity with foreign language typesetting methods and print.

### **Person Specification**

#### **Essential**

- degree level education
- excellent communication and client liaison skills
- good knowledge (written & spoken) of one of the 5 Indic languages (Bengali, Gujarati, Punjabi, Urdu and Hindi)
- ability to work under pressure
- knowledge of the culture of the various ethnic minorities in Britain

- knowledge/awareness of the issues around communicating with UK non-English speakers

#### Desirable

- - planning and prioritising skills
- - appreciation of linguistic issues and quality control
- - procurement of translations from external suppliers
- - IT for foreign languages and typesetting
- - experience of Translations Project Management

#### Salary and benefits

- This is a one year fixed term contract with the possibility of renewal or permanency which is graded at Assistant Information Officer (AIO) level and with a salary of between £24,276 and £30,217 per annum. Starting salary is dependent upon experience.
- Staff are eligible for a choice of either a salary related or partnership pension scheme.
- There is a corporate bonus scheme that pays a bonus to all employees annually depending on achievement of corporate targets.
- We offer 32.5 days' holiday plus bank holidays.
- A free annual health check is available
- Childcare vouchers
- An interest-free season ticket loan is available.
- We have an on-site gym available at a modest monthly subscription rate and our own on-site café.

#### How to apply

To apply, please submit a **CV** and **covering letter** stating why you feel you are the right person for the job. Application and Recruitment Monitoring forms (if completed) should be sent to [hr@coi.gsi.gov.uk](mailto:hr@coi.gsi.gov.uk) or by post to Human Resources, COI, Hercules House, Hercules Road, London SE1 7DU, quoting reference 014/P/07. Closing date is 04 July 2007.

COI is an equal opportunities employer.