

POSITION DESCRIPTION & PERSON SPECIFICATION

Position:	Editor (Critic Te Arohi)
Reports to:	OUSA Chief Executive
Direct reports:	News Editor, Features Editor, Culture Editor, Sub Editor, Technical Editor, Designer, Sub Editor, Chief Reporter, Distributor, Online Content Manager.
Indirect reports:	Chief Reporter, 2x Feature Writers
Volunteers and Interns:	Approximately twenty-five to forty (news, politics, sports, culture sections)
Location:	OUSA, University of Otago, Dunedin
Organisation:	OUSA

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

Structurally, OUSA is divided into 8 departments: Corporate support; Events; Communications and Marketing; Clubs and Socs; Critic; Planet Media Sales; Radio One and Student Support Centre. With approximately 75 staff and many more volunteers, OUSA is a substantial organisation. Managers of each department report to the CEO, who is responsible to the Student Executive for the overall management of the organisation.

Each of the departmental managers is responsible for the operations of their department, including staffing, financial management and service provision.

OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer who values inputs from all staff.

Position purpose:

Managing the weekly production of the magazine, including organising content from multiple paid staff and volunteers across the news, features and culture sections, managing the design team to ensure the magazine’s content looks appealing, dealing with printers, distribution, budgeting.

Areas of Responsibility

Area	Expected Outputs
People Management	<ul style="list-style-type: none"> • Coordination of paid staff and volunteers including a news team of eight, three politics contributors, and six culture editors (each responsible for up to ten volunteers) • Working collectively alongside the full-time and part-time staff in the Critic Office to shape and create a weekly magazine that never fails to provide interesting, informative, and humorous content to the student demographic and beyond.
Financial Management	<ul style="list-style-type: none"> • Direct authority over the Critic budget.
General Tasks	<ul style="list-style-type: none"> • Overseeing the magazine’s content and ensuring that that content is of a publishable standard, and will be engaging to students.
Health and Safety	<ul style="list-style-type: none"> • Take personal responsibility for engaging in OUSA’s no-harm, health and safety culture • Be familiar with the hazard register for the work area that you work in • Communicate to the Departmental Manager and colleagues any potential hazards that you identify that are not on the register • Be familiar with the location of first aid kits and qualified first aiders in the Association • Be familiar with and adhere to any health and safety plans • Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the Departmental Manager of these • Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community
Delegated authorities	<ul style="list-style-type: none"> • Delegated authority to the section editors to manage their paid and volunteer writers.

Personal Attributes

Working Collaboratively	<ul style="list-style-type: none"> • Ability to build and maintain professional and productive relationships • Ability to relate to a diverse range of people • Excellent written and oral communication skills • Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA
Organisation	<ul style="list-style-type: none"> • Manages self, resources and workload to meet timelines • Is organised and keeps all files and documents in order • Ability to work independently and as part of the team • Ability to recognise when issues need to be escalated to the Departmental Manager
Change	<ul style="list-style-type: none"> • Is flexible and resilient to meet the ever changing needs of the OUSA
Problem Solving	<ul style="list-style-type: none"> • Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate

Qualifications and Experience

- Senior student in a relevant discipline at the University of Otago
- Previous experience in student media
- A thorough understanding of the tertiary education sector and academia more generally.