

## POSITION DESCRIPTION & PERSON SPECIFICATION

<b>Position:</b>	<b>Radio One News Reporter</b>
<b>Hours:</b>	<b>2 hours per week</b>
<b>Reports to:</b>	<b>Radio One News Manager</b>
<b>Direct reports:</b>	
<b>Indirect reports:</b>	<b>Radio One News Manager</b>
<b>Volunteers and Interns:</b>	<b>News Volunteers</b>
<b>Location:</b>	<b>OUSA, University of Otago, Dunedin</b>
<b>Organisation:</b>	<b>Otago University Students' Association</b>

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 50 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:

- Produce high-quality, student-focused news outcomes for Radio One on-air and across social media.
- Inform, entertain and engage with the student population in Ōtepoti and across Aotearoa.

### Areas of Responsibility

Area	Expected Outputs
<b>People management</b>	<ul style="list-style-type: none"> <li>• The coordination of interview subjects and segment hosts i.e. weather, sport, etc.</li> <li>• The coordination of news volunteers to provide text editing, extra reporting, and technical support where required.</li> <li>• Some contact with volunteer DJs through face time and on Radio One programmers page – co-ordinating news play-out with DJs.</li> </ul>
<b>Financial Management</b>	N/A
<b>General Tasks</b>	<ul style="list-style-type: none"> <li>• Proactively sourcing local and student-based news stories</li> <li>• Conducting relevant interviews and gathering background information to strengthen news stories</li> <li>• Technical production of pre-recorded news</li> <li>• Working collaboratively with the News Manager to produce social media outcomes for news</li> <li>• Adhering to media law and journalistic integrity conventions in formulating stories for air</li> <li>• Working collaboratively with Critic Te Arohi to promote student media</li> <li>• Ensuring that news is of a high calibre of content and presentation both on-air and across social media platforms</li> <li>• Contribute to regular ongoing discussion around elevating the profile and listenership of the station through various platforms (ie. Website and app discussions, speakers on campus and One card)</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Take personal responsibility for engaging in OUSA's no-harm, health and safety culture</li> <li>• Be familiar with the hazard register for the work area that you work in</li> <li>• Communicate to the Departmental manager and colleagues any potential hazards that you identify that are not on the register</li> <li>• Be familiar with the location of first aid kits and qualified first aiders in the Association</li> <li>• Be familiar with and adhere to any health and safety plans</li> <li>• 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</li> <li>• Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community</li> </ul>
<b>Delegated authorities</b>	N/A

**Personal Attributes**

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

**Qualifications and Experience**

- Tertiary education recommended
- 1 years relevant experience in radio or equivalent recommended