

## Position description

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<b>Position:</b>	<b>Puzzlemaster (Fixed term)</b>
<b>Reports to:</b>	<b>Critic Editor, Critic Designer</b>
<b>Direct reports:</b>	<b>NA</b>
<b>Indirect reports:</b>	<b>NA</b>
<b>Volunteers and Interns:</b>	<b>NA</b>
<b>Location:</b>	<b>640 Cumberland Street, Critic Offices, Dunedin</b>

### Organisation:

Critic Te Arohi is the student magazine made by, and for, students at the University of Otago. We are also a department of the Otago University Students' Association - an autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including.

### Position purpose:

- Create puzzles for Critic across various sections of the magazine.
- Assist the Designer in the graphic design process as needed.

### AREAS OF RESPONSIBILITY

Area	Expected Outputs
<b>People Management</b>	<ul style="list-style-type: none"><li>● NA</li></ul>
<b>Financial Management</b>	<ul style="list-style-type: none"><li>● NA</li></ul>
<b>General Tasks</b>	<ul style="list-style-type: none"><li>● Read through the articles assigned for the week.</li><li>● Brainstorm and plot out puzzles for each week</li><li>● Work with the designer to lay out the article.</li><li>● Create puzzles</li><li>● Work alongside the Critic Editor, designer and writers to produce visual imagery consistent with the magazine's style and the author's intent.</li><li>● Assist designer in other tasks as needed.</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 Critic Editor 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></ul>

	<ul style="list-style-type: none"> <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 Critic Editor 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>	<ul style="list-style-type: none"> <li>● NA</li> </ul>

## PERSONAL ATTRIBUTES

<b>Working Collaboratively</b>	<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> <li>● Ability to work within a small, inter-departmental team.</li> <li>● Ability to work constructively with criticism and amendments.</li> </ul>
<b>Organisation</b>	<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 Critic Editor.</li> </ul>
<b>Change</b>	<ul style="list-style-type: none"> <li>● Is flexible and resilient to meet the ever changing needs of the OUSA.</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>● Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Critic Editor when appropriate.</li> </ul>

## QUALIFICATIONS AND EXPERIENCE

- Technical competency in the Mac system and fluency in the Adobe Suite (Photoshop, InDesign, Illustrator, etc).
- Strong portfolio of work demonstrating suitable visual communication skills and