

## Position description

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<b>Position:</b>	<b>News Reporter (Fixed term)</b>
<b>Reports to:</b>	<b>Critic Editor, News Editor, Culture Editor</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:

- To produce high-quality journalism and investigations in the news sections.

### 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>• News Reporter is tasked with covering political and current events on campus, in Dunedin, in NZ and around the world with the intent of providing high quality content</li><li>• May be required to cover the meetings of the OUSA executive on a weekly basis and write the related column</li><li>• Closely follow Dunedin, NZ and world news for new and breaking news stories and provide relevant copy of a high standard</li><li>• On occasion write, or assist with writing and feature articles</li><li>• Attend any relevant meetings as required</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></ul>

	<ul style="list-style-type: none"> <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>	<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> </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

- Proven writing skills, preferably with published work.
  - Creative flair is important, as is willingness to interview, investigate and work independently.
- Understanding of the needs of the student population and the wider Critic audience