

## Position description

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<b>Position:</b>	<b>Staff writer (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>
<b>Organisation:</b>	

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 articles for Critic magazine.

### 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>• Staff writers produce features (long articles between 1,500 and 2,000 words), news (investigative pieces of journalism) and culture (interviews and profiles on local people) pieces of interest to students. These articles will be on range of topics as decided in liaison with, or as required by, the Editor and Features Editor, News Editor, and Culture Editor.</li><li>• Each Staff Writer's primary responsibility is to produce high quality copy that has been fact checked, uses accurate quotes, and fulfils the requirements of the brief.</li><li>• Staff Writers should submit copy requiring minimal editing, and by the deadline provided by the Critic Editor.</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