

Position Description

Position:	Sub-editor (Fixed term)
Reports to:	Critic Editor
Direct reports:	NA
Indirect reports:	NA
Volunteers and Interns:	NA
Location:	640 Cumberland Street, Critic Offices, Dunedin
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:

- Making the magazine coherent and legible.
- Ensuring that what we publish complies with journalistic standards, for example checking facts and correctly attributing sources.
- Discussing with editors and volunteers whether submitted work is at a publishable standard, and suggesting, or providing, rewrites if a work does not meet that standard.

AREAS OF RESPONSIBILITY

Area	Expected Outputs
People Management	<ul style="list-style-type: none">● NA
Financial Management	<ul style="list-style-type: none">● NA
General Tasks	<ul style="list-style-type: none">● Proofing all written content in the magazine, including culture, columns, news and features.● Editing said content; suggesting or providing rewrites for sub-par or incomplete work.● Creating titles and subtitles for pieces as required.
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 Critic Editor 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 Critic Editor of these.

	<ul style="list-style-type: none"> ● 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"> ● NA

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 Critic Editor.
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 Critic Editor when appropriate

QUALIFICATIONS AND EXPERIENCE

- Current tertiary student or recent graduate.
- Proven editing experience, preferably with published content.

Requires impeccable knowledge of English grammar and punctuation, as well as the ability to understand and manipulate structure and style. These skills are tested in a written examination incorporated into the job interview process.