

Position description

Position:	News Editor (Fixed term)
Reports to:	Critic Editor
Direct reports:	Staff Writers
Indirect reports:	NA
Volunteers and Interns:	TBD
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:

- To coordinate the news pages of *Critic*, determining the scope and content of investigative and opinion writers.
- Providing direction to the Chief Reporter, Staff Writers, and volunteer writers, and writing stories as necessary.
- To produce news content on a weekly basis to a high standard of journalistic skill and integrity and to act as an assistant to the Critic Editor.
- To fulfill the role of Acting Critic Editor as required.

AREAS OF RESPONSIBILITY

Area	Expected Outputs
People management	<ul style="list-style-type: none">● Coordinate volunteers, providing support and training in all aspects of news reporting and opinion writing.● Motivate staff as required and generally act as a good role model for other technical and volunteer staff.● Contribute to all relevant writers meetings.● Take on delegated management roles in the Editor's absence, including supervision and motivation of Critic contributors.● To organise in conjunction with the Publications Editor, regular events and training for volunteers.
Financial Management	<ul style="list-style-type: none">● NA

<p>General Tasks</p>	<ul style="list-style-type: none"> ● The News Editor will maintain active links with OUSA, ASPA News Editors and NZUSA, with regard to sourcing information and national stories. ● To oversee the weekly compilation of the news section, and news related features for Critic Te Arohi. ● To provide direction and oversight to the news writers, and to provide regular constructive feedback. ● Participate in training as directed by the Critic Editor. ● Responsibility for determining style, scope, and priority of stories, in conjunction with the Critic Editor. ● Working in conjunction with the Designer regarding layout of Critic news pages. This will include image sourcing. ● Take on delegated roles in the Editor's absence, including checking digital copy prior to printing and managing content and production as required. ● Contribute to the day to day running of Critic when required. ● Be available to assist with any publishing problems as required. ● The News Editor will maintain active links within the student community and with relevant organisations with regard to sourcing information and addressing necessary issues. ● To maintain a comprehensive filing system relating to ongoing news issues. ● To liaise with the Editor and Designer over any specific requirements prior to production of each issue.
<p>Health and Safety</p>	<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. ● Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community. ● To advise the Critic Editor of any article that might involve OUSA or Critic in legal proceedings.
<p>Delegated authorities</p>	<p>Assume Editor's responsibilities in Editor's absence. (Including attending OUSA Managers meetings.)</p>

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 OUSA. ● Ability to network professionally and build strong relationships with key contact people. ● Ability to work under pressure, unsupervised and to strict deadlines. ● Able to work effectively in a relaxed and informal environment, while still ensuring results are delivered. ● Good interpersonal and communication skills and ability to work with and learn from others in the team. ● Flexible and adaptable. ● Strong organizational skills. ● Intelligence and proven problem-solving skills.
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. ● To advise the Critic Editor of any article that might involve OUSA or Critic in legal proceedings. ● To liaise with the Editor and Design over any specific requirements prior to production of each issue. ● To be available to take on the Editor’s responsibilities over culture in their absence.
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 senior university student or recent graduate.
- Proven writing skills, including published material.
- Proven experience with journalism and investigative reporting.
- A sound knowledge of media law.
- Understanding of the needs of the student population and the wider Critic audience.
- Good general knowledge and interest in tertiary issues and affairs, local and national.