

POSITION DESCRIPTION & PERSON SPECIFICATION

Position: Radio One 91FM Digital Content Editor (News)

Reports to: Radio One Station Manager

Direct reports: Radio One Station Manager

Indirect reports: News Manager

Volunteers and Interns: 1 intern

Location: OUSA, University of Otago, Dunedin

Organisation:

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

Structurally, OUSA is divided into 8 departments: Corporate support; Events; Communications and Marketing; Clubs and Socs; Critic; Planet Media Sales; Radio One and Student Support Centre.

With approximately 50 staff and many more volunteers, OUSA is a substantial organisation.

Managers of each department report to the CEO, who is responsible to the Student Executive for the overall management of the organisation.

Each of the departmental managers is responsible for the operations of their department, including staffing, financial management and service provision.

OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer who values inputs from all staff.

Position purpose:

- Digitise and platform Radio One's news service
- Strategise and enhance news department outcomes

Areas of Responsibility

Area	Expected Outputs
People management	<ul style="list-style-type: none"> N/A
Financial Management	<ul style="list-style-type: none"> N/A
General Tasks	<ul style="list-style-type: none"> Sub-edit Radio One written news copy for daily uploading to r1.co.nz/news Edit news audio segments and append to relevant articles at www.r1.co.nz/news on a daily basis Syndicate news content onto on-demand audio platforms (e.g. Spotify, Apple Podcasts, etc) Produce daily and weekly news highlight audio/video reels with transcriptions and illustrations (provided) to be placed on Radio One's primary social media channels – Instagram / Facebook / Twitter Produce news headline slides in Canva, for daily ingesting into OBS software, which serves Radio One's A/V streaming platforms (e.g Mixcloud) Liaise with volunteer illustrators and news volunteer for content outputs. Liaise with News Manager weekly.
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 Departmental manager 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 Departmental Manager of these Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community
Delegated authorities	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 Departmental Manager
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 Departmental Manager when appropriate
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Qualifications and Experience

- Bachelor of Arts / Humanities preferable. Minimum 2 years tertiary
- 1 year general media experience preferred
- Knowledge of community and community events and news or personal engagement with campus politics is preferable but not required.
- Heavy interest and engagement in current events and national politics must be present.