

## POSITION DESCRIPTION & PERSON SPECIFICATION

<b>Position:</b>	<b>R1 News Host – Fixed-term</b>
<b>Hours:</b>	<b>2 hours per week</b>
<b>Reports to:</b>	<b>Radio One News Manager</b>
<b>Direct reports:</b>	
<b>Indirect reports:</b>	
<b>Volunteers and Interns:</b>	<b>News Volunteers</b>
<b>Location:</b>	<b>OUSA, University of Otago, Dunedin</b>
<b>Organisation:</b>	<b>Otago University Students' Association</b>

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) runs 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.

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

### Position Purpose:

- Be the voice of R1 News – present and help produce an hour long show each week, with a combination of pre-recorded and live interviews and features.
- Produce high-quality news outcomes for Radio One on-air, which will translate well across social media.
- Inform, entertain and engage with the student population in Ōtepoti and across Aotearoa.

**Areas of Responsibility**

Area	Expected Outputs
<p><b>People management</b></p>	<ul style="list-style-type: none"> <li>• The coordination of interview subjects</li> <li>• Collaboration with the broader team, especially the News Manager and Editors, to plan and contribute to content equitably.</li> <li>• Taking on a guidance role with the news volunteers, encouraging them and assisting the development of their on air and off air contributions and skills.</li> <li>• Some contact with volunteer DJs through face time and on Radio One programmers page – co-ordinating news play-out with DJs.</li> </ul>
<p><b>General Tasks</b></p>	<ul style="list-style-type: none"> <li>• Proactively sourcing fresh, local and sharply-angled news stories – 1 story, which can be a recurring segment or different each week, for each show hosted.</li> <li>• Conducting relevant interviews and gathering background information to strengthen news stories</li> <li>• Transforming a briefing sheet provided by an editor for a pre-arranged interview into relevant and appropriate interview questions</li> <li>• Technical production and editing of pre-recorded news features and segments</li> <li>• Working collaboratively with the News Manager to produce social media outcomes for news</li> <li>• Adhering to media law and journalistic integrity conventions in formulating stories for air</li> <li>• Where appropriate, working collaboratively with Critic Te Arohi to promote student media</li> <li>• Ensuring that news is of a high calibre of content and presentation both on-air and across social media platforms</li> <li>• Contribute to regular ongoing discussion around elevating the profile and listenership of the station through various platforms (ie. Website and app discussions, speakers on campus and One card)</li> </ul>
<p><b>Health and Safety</b></p>	<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 Departmental manager and colleagues any potential hazards that you identify that are not on the register</li> <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>

**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 Departmental Manager</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 Departmental Manager when appropriate</li> </ul>

**Qualifications and Experience**

- Tertiary education recommended
- 1 years relevant experience in radio or equivalent recommended