

POSITION DESCRIPTION & PERSON SPECIFICATION

Position:	R1 News Politics & Current Affairs Editor – Fixed-Term
Hours:	5 hours per week
Reports to:	Radio One News Manager
Direct reports:	
Indirect reports:	
Volunteers and Interns:	News Volunteers
Location:	OUSA, University of Otago, Dunedin
Organisation:	Otago University Students' Association

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 one of the driving forces behind R1 News – alongside the News Manager and Society and Culture editor, ensure the News Hosts and team of volunteers are well supported in hosting and producing the live news show.
- Arrange high quality interviewees on political current affairs – regional, national or global – and provide briefing sheets for the News Hosts to transform into on-air content.
- Inform, entertain and engage with the student population in Ōtepoti and across Aotearoa.

Areas of Responsibility

Area	Expected Outputs
<p>People management</p>	<ul style="list-style-type: none"> • The coordination of interview subjects. • Close collaboration with the News Manager and Society & Culture Editor to plan and contribute diverse content equitably. • As directed by the News Manager, assisting the News Hosts in their professional development on- and off-air. • Some contact with volunteer DJs through face time and on Radio One programmers page – co-ordinating news play-out with DJs.
<p>General Tasks</p>	<ul style="list-style-type: none"> • Proactively sourcing fresh, relevant and sharply-angled news stories - 5x per week, one for each show. • Conducting relevant interviews and gathering background information to strengthen news stories • Creating briefing sheets for pre-arranged interviews, which the News Host will transform into relevant and appropriate interview questions • Where necessary, carrying out pre-recorded interviews if the relevant News Host is not available • Technical production and editing of pre-recorded news features and segments • Working collaboratively with the News Manager to produce social media outcomes for news • Adhering to media law and journalistic integrity conventions in formulating stories for air • Where appropriate, working collaboratively with Critic Te Arohi to promote student media • Ensuring that news is of a high calibre of content and presentation both on-air and across social media platforms • 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)
<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 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

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

Qualifications and Experience

- Tertiary education recommended
- Experience in news media required