

## Position Description

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<b>Position:</b>	<b>Staff Writer (Fixed term)</b>
<b>Reports to:</b>	<b>Critic Editor</b>
<b>Direct reports:</b>	<b>NA</b>
<b>Indirect reports:</b>	<b>NA</b>
<b>Volunteers and Interns:</b>	<b>NA</b>
<b>Location:</b>	<b>640 Cumberland Street, Critic Offices, Dunedin</b>

### Organisation:

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.

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.

Critic Te Ārohi is the official magazine of the Otago University Students' Association of the University of Otago. It is freely available around both the university's campus and selected sites in Dunedin city weekly during term time. Critic is New Zealand's longest-running student magazine, having been established in 1925. Weekly circulation is 5,000 copies, with an estimated readership of 20,000.

### Position Purpose:

- To produce high-quality articles for Critic Te Ārohi magazine.

## AREAS OF RESPONSIBILITY

Area	Expected Outputs
<b>General Tasks</b>	<ul style="list-style-type: none"> <li>● Staff Writers produce features (long articles between 1,500 and 2,000 words), news (investigative pieces of journalism) and culture (interviews and profiles on local people) pieces of interest to students. These articles will be on range of topics as decided in liaison with, or as required by, the Critic Editor, Features Editor, News Editor, and Culture Editor.</li> <li>● Each Staff Writer’s primary responsibility is to produce high quality copy that has been fact checked, uses accurate quotes, and fulfills the requirements of the brief.</li> <li>● Staff Writers should submit copy requiring minimal editing, and by the deadline provided by the Critic Editor.</li> </ul>
<b>Health and Safety</b>	<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 Critic Editor 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 Critic Editor.</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 Critic Editor when appropriate.</li></ul>

#### **QUALIFICATIONS AND EXPERIENCE**

- Proven writing skills, preferably with published work.
- Creative flair is important, as is willingness to interview, investigate, and work independently.
- Understanding of and a passion for the needs and interests of the student population and the wider Critic Te Ārohi audience.