

## POSITION DESCRIPTION & PERSON SPECIFICATION

<b>Position:</b>	<b>Student Media Manager</b>
<b>Reports to:</b>	<b>Chief Executive Officer</b>
<b>Direct reports:</b>	<b>Radio One Manager Critic Te Ārohi Editor</b>
<b>Indirect reports:</b>	<b>Radio One/Critic Permanent, Fixed-Term and Casual Staff</b>
<b>Volunteers / Interns:</b>	<b>Radio One/Critic Volunteers and Interns</b>
<b>Location:</b>	<b>640 Cumberland Street, Dunedin</b>
<b>Organisation:</b>	<b>Otago University Students Association</b>

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.

### Position Purpose:

- Future proof a collaborative relationship between Radio One and Critic as a wider Student Media department.
- Sourcing and reporting on ministry grants and funding for Student Media.
- Overall staff management and operational support within Radio One and Critic.
- Regularly review all opportunities to strengthen and grow Student Media departments.
- Be the OUSA representative on the Student Radio Network (SRN) and SRN Charitable Trust in conjunction with the Radio One Manager

## Areas of Responsibility

Area	Expected Outputs
<b>People Management</b>	<ul style="list-style-type: none"> <li>• Manage staff within Student Media departments, including workloads, performance reviews, and minor disciplinary processes.</li> <li>• Oversee the staffing structure of fixed-term/casual staff, volunteers and interns.</li> <li>• Approve timesheets and leave requests as required.</li> <li>• Ensure any staffing issues are brought to the attention of the CEO in a timely fashion.</li> <li>• Management of recruitment processes within the department ensuring compliance with OUSA policy.</li> <li>• Ensure all departmental staff have relevant professional development opportunities.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Prepare the annual departmental budget according to guidelines and timelines advised by the CEO and Accounts department.</li> <li>• Manage the departmental budget ensuring the CEO is made aware of any material variations.</li> <li>• Prepare the departmental capital expenditure bid and submit to the CEO.</li> <li>• Ensure a departmental capital replacement plan is prepared and kept up-to-date.</li> <li>• Ensure expenditure within the department adheres to OUSA policy and control systems.</li> </ul>
<b>Operational Management</b>	<ul style="list-style-type: none"> <li>• Manage and oversee the operations of Student Media departments (Radio One and Critic).</li> <li>• Future proof Student Media departments to ensure proactive collaboration, communication and coordination.</li> <li>• Develop and implement improvement strategies and provide additional value in a cost-effective manner.</li> <li>• Actively source and apply for grants and funding opportunities.</li> <li>• Oversee all Student Media events and promotions and ensure they are run professionally.</li> <li>• Communicate and collaborate with other OUSA managers and departments to ensure all internal stakeholders are kept up to date with Student Media happenings.</li> <li>• Proactively maintain and build relationships with external stakeholders, including NZ on Air, SRN, APRA, University of Otago, etc.</li> <li>• Oversee Student Media websites and social media pages to ensure they are up to date and relevant.</li> <li>• Ensure all external promotion is appropriate and reflective of Student Media culture.</li> <li>• Ensure opportunities between other service areas are developed and explored.</li> <li>• Continually refine and manage departmental processes and workflow to best implement user needs into operational systems.</li> </ul>

<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Champion a strong, no-harm, health and safety culture within the department</li> <li>• Ensure the departmental hazard register kept up-to-date and accessible by all staff</li> <li>• Ensure all staff are aware of the hazard register and proactively add to the register where necessary</li> <li>• Ensure all departmental first aid kits are appropriately stocked and up-to-date</li> <li>• Ensure health and safety plans are put in place for activities outside of all normal office activities; and that staff are aware of them and their importance.</li> <li>• Ensure incident and accident forms are filled out for all incidents and accidents within the department.</li> <li>• Ensure the CEO is notified in a timely fashion of all incidents and accidents and include the details in the monthly report to the CEO.</li> <li>• Encourage departmental staff to bring forward new health and safety initiatives within the department and the wider OUSA community.</li> </ul>
<b>Volunteer Management</b>	<ul style="list-style-type: none"> <li>• Oversee the recruitment and management of all department(s) volunteers and interns.</li> <li>• Ensure volunteers have the best experience possible while helping ensure the success of the Student Media.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Contribute to the development of the OUSA Strategic and Operational Plans.</li> <li>• Contribute to management meetings and the overall management of the OUSA.</li> <li>• Lead special projects as required.</li> </ul>
<b>Delegated authorities</b>	<ul style="list-style-type: none"> <li>• Delegated financial authority to \$5,000 for Student Media departments.</li> <li>• Authorised to run recruitment processes within the department(s) with approval from CEO.</li> <li>• Makes recommendations to CEO on departmental appointments.</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 effectively and diplomatically relate to a diverse range of people</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral and presentation communication skills.</li> <li>• Extensive range of persuasion and influencing techniques used and ensures the organisation and its vision and services are consistently presented in a strong, positive image to all stakeholders.</li> <li>• Facilitates communication across the OUSA and external stakeholders to ensure good outcomes.</li> </ul>

<b>Planning and organising</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>• Take part in any planning workshops.</li> </ul>
<b>Managing Change</b>	<ul style="list-style-type: none"> <li>• Understands, positively responds to, and supports change.</li> <li>• Is flexible and resilient to meet the ever changing needs of the OUSA.</li> </ul>
<b>Problem Solving and Results Focused</b>	<ul style="list-style-type: none"> <li>• Results focused and committed to the highest standards of performance.</li> <li>• Seeks to involve stakeholders in joint problem solving.</li> <li>• Anticipates problems and proactively resolves them in an appropriate manner</li> </ul>

#### **Qualifications and Experience**

- A Bachelor's Degree in media and/or communications.
- At least 5 years working in a senior position in a media based environment.
- At least 3 years people management experience
- Event management, audio engineering, cross platform IT skills, volunteer management.
- Strong relevant networks within the media industry.
- Strong negotiation skills required for grant and funding applications.