POSITION DESCRIPTION & PERSON SPECIFICATION

Position:	**Critic Te Ārohi Manager** **Fixed term parental leave role, up to 20 hours per week**
Reports to:	**Chief Executive Officer**
Direct reports:	**Critic Te Ārohi Editor and staff – up to 23 Fixed-Term and Casual Staff**
Indirect reports:	**N/A**
Volunteers / Interns:	**Critic Volunteers and Interns**
Location:	**640 Cumberland Street, Dunedin**
Organisation:	**Otago University Students' Association (OUSA)**

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.

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

- Overall staff management and operational support within Critic

Areas of Responsibility

Area	Expected Outputs
People Management	• Manage staff within Critic including workloads, performance reviews, and minor disciplinary processes. • Oversee the staffing structure of fixed-term/casual staff, volunteers and interns. • Approve timesheets and leave requests as required. • Ensure any staffing issues are brought to the attention of the CEO in a timely fashion. • Management of recruitment processes within the department ensuring compliance with OUSA policy. • Ensure staff have relevant professional development opportunities.
Financial Management	• Manage the departmental budget ensuring the CEO is made aware of any material variations. • Ensure expenditure within the department adheres to OUSA • policy and control systems.
Operational Management	• Manage and oversee the operations of Critic with the Editor • Support Editor with improvement strategies and provide additional value in a cost-effective manner. • Support Editor with final copy weekly ensuring a no surprises approach to the publication. • Support Critic events and promotions and ensure they are run professionally. • Communicate and collaborate with other OUSA managers and departments to ensure all internal stakeholders are kept up to date with Critic happenings. • Oversee Critic websites and social media pages to ensure they are up to date and relevant. • Ensure all external promotion is appropriate and reflective of Critic culture. • Ensure opportunities between other service areas are developed and explored.
Health and Safety	• 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 senior management of 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 Senior Management of these. • Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community.

Volunteer Management	• Oversee the recruitment and management of all department(s) volunteers and interns. • Ensure volunteers have the best experience possible while helping ensure the success of Critic.
Commitment to Te Tiriti o Waitangi	• Demonstrate an active commitment to upholding Te Tiriti o Waitangi and its principles within Critic Te Ārohi's content, practices, and relationships. • Ensure that Māori voices, perspectives, and stories are represented respectfully and authentically in the magazine. • Uphold and practice tikanga where appropriate and incorporate te reo Māori within the magazine in a respectful and meaningful way. • Build and maintain positive relationships with Māori students, staff, and stakeholders to support meaningful engagement and partnership.

Personal Attributes

Working Collaboratively	• Ability to build and maintain professional and productive relationships. • Ability to effectively and diplomatically relate to a diverse range of people.
Communication	• Excellent written and oral and presentation communication skills. • 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. • Facilitates communication across the OUSA and external stakeholders to ensure good outcomes.
Planning and Organising	• Manages self, resources and workload to meet timelines. • Is organised and keeps all files and documents in order. • Take part in any planning workshops.
Managing Change	• Understands, positively responds to, and supports change. • Is flexible and resilient to meet the ever changing needs of the OUSA.
Problem Solving and Results Focused	• Results focused and committed to the highest standards of performance. • Seeks to involve stakeholders in joint problem solving. • Anticipates problems and proactively resolves them in an appropriate manner

Qualifications and Experience

- A strong background in media, communications, or a related field.
- Previous experience managing staff at a senior level.
- Hold a relevant tertiary qualification.
- Strong relevant networks within the media industry.
- Excellent time management and organisational skills.