Craccum Editor(s)

POSITION DESCRIPTION & PERSON SPECIFICATION

Position: Craccum Editor(s)
Reports to: Craccum Administration Board (CAB)
Location: University of Auckland (City Campus)
Direct reports: Craccum Sub-Editors and Volunteers

Organisation overview

The Auckland University Students’ Association (AUSA) was formed in 1891 and is committed to representing and advocating for students at the University of Auckland, as well as running events, a publication, and providing a range of support services. AUSA is run by students for students.

Role and Purpose

The Craccum Editor(s) are responsible for all aspects of the content of Craccum. In addition, the editor(s) is/are charged with overseeing and supervising the Craccum staff and volunteers and can have input into other forms of student media. They report to the Craccum Administration Board.

Key Relationships

- Works with: Craccum Paid Staff
- Craccum Volunteer staff
- AUSA Executive
- Craccum Administration Board
- AUSA Association Manager
- AUSA Design Manager
- AUSA Sponsorship & Marketing Manager
- Ngā Tauira Māori
- University of Auckland student community
## Areas of Responsibility

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<th>AREA</th>
<th>KEY OUTPUTS</th>
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| Editorial Management        | • Oversee the compilation of each Craccum publication throughout the year, on budget and on time. This includes a strong emphasis on meeting standards on production time frames and managing work flow efficiently for the benefit of staff, volunteers and a great publication.  
  • Gather contributions and coordinate volunteer helpers in conjunction with the Sub-Editors.  
  • Follow editorial policy within the guidelines of AUSA Policy which includes ensuring the freedom of the press is not impinged and that the content is in line with New Zealand legislation. The Editor(s) must ensure that the content of publications is not sexist (in particular showing due care around rape culture), racist, homophobic, transphobic or promotes suicide.  
  • Work with the Sub-Editors to ensure good coverage of local, national and international news of relevance to students.  
  • Coordinate with the AUSA Designer to create an aesthetic for Craccum appropriate for the audience and content.  |
| Employee and Volunteer      | • Supervise the performance of Craccum Sub-Editors to ensure job description and performance objective requirements are being fulfilled.  
  • Ensure volunteers are recruited and encouraged in their writing for Craccum, and organize and lead volunteer meetings when appropriate.  
  • Ensure AUSA Health, Safety and Wellbeing policy is adhered to.  
  • Lead and participate in staff and volunteer meetings.  
  • Refer all contentious employee matters to the Craccum Administration Board or AUSA Association Manager for guidance and assistance to resolve these.  |
| Management                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Planning & Reporting        | • Prepare reports for Craccum Administration Board against performance targets, on personnel and administrative matters.  
  • Participate in strategic and annual planning sessions with the Craccum Administration Board.  
  • Identify, investigate and develop opportunities for the improvement and expansion of Craccum.  
  • Ensure that all staff volunteers and visitors adhere to policies and procedures of Craccum and AUSA.  
  • Liaise with the AUSA Sales and Marketing Manager and Design Manager regarding specific requirements prior to each publication.  
  • Maintain regular contact with the Aotearoa Student Press Association for the purpose of information sharing and gathering, and attend ASPA conferences when possible.  |
| Financial Management        | • Develop a draft operational budget for implementation for the following year in conjunction with and approved by Craccum Administration Board.  
  • Implement the current year’s budget and plan.  
  • Report as required to the Craccum Administration Board and AUSA Treasurer on financial expenditure against budget.  
  • Identify where capital expenditure is required and draft requests for asset replacement when required.  
  • Work with the Sponsorship & Marketing Manager to ensure advertising opportunities are maximized.  |
| Administration              | • Ensure the effective operation and administration of the Craccum office on a day-to-day basis.  
  • Maintain accident reporting and hazard registers.  
  • Ensure safety standards are maintained and adhered to by anyone in the Craccum office.  
  • Ensure all personnel policies and procedures are adhered to.  |

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity. The duties and content of this position will be subject to revision in accordance with developments and the changing needs and requirements of the Association.
## Person Specification / Key Attributes and Competencies

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<tr>
<th>AREA</th>
<th>EXPECTED OUTPUTS</th>
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<td>Self-aware/Empathetic</td>
<td>• Thinks of others, understands Craccum is a media publication for all the staff and volunteers.</td>
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<td>Versatile/ Interesting/ Thoughtful</td>
<td>• Has multiple interests, can speak and write in a way that captures the imagination, can inspire staff and volunteers to push their abilities and produce new content.</td>
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<td>Working Collaboratively</td>
<td>• Ability to build and maintain credible and productive relationships with a wide range of internal and external stakeholders.</td>
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<td>• Ability to effectively and diplomatically relate to a diverse range of people.</td>
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<td>Communication</td>
<td>• Excellent written and oral communication skills</td>
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<td>• All communications delivered in an accurate, professional and timely manner.</td>
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<td>• Excellent presentation and negotiating skills</td>
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<td>Planning and Organising</td>
<td>• Manages self, resources and workload to meet timelines, even under pressure.</td>
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<td>• Is organised and keeps all files and documents in order.</td>
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<td>Culture</td>
<td>• Knowledge of issues affecting University students, embracing the philosophy of student print media.</td>
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<td>• Creative flair.</td>
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<td>• Professional independence.</td>
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<td>Problem Solving and Results Focused</td>
<td>• Results focused and committed to the highest standards of performance and accountability.</td>
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<td>• Seeks to involve stakeholders in joint problem solving</td>
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<td>• Anticipates problems and proactively resolves them in an appropriate manner.</td>
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## Qualifications and Experience

- Experience working in a media/student media publication environment
- Ability to organise work efficiently, prioritise tasks, deliver to deadlines and identify issues before they become problems
- Financial management skills
- Strong communication skills, with experience in writing for publications or online media
- Ability to adapt writing style for a specific audience
- Computer literacy with word processing applications
- Excellent understanding of ‘new media’ and digital marketing