

POSITION DESCRIPTION & PERSON SPECIFICATION

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| Position: | Radio One 91FM Breakfast Host and Producer (Fixed-Term) |
| Reports to: | Radio One Station Manager |
| Direct reports: | n/a |
| Indirect reports: | n/a |
| Volunteers and Interns: | n/a |
| Location: | OUSA, University of Otago, Dunedin |
| Organisation: | OUSA |

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:

- To produce and present Radio One 91FM's weekday Breakfast Show

Areas of Responsibility

| Area | Expected Outputs |
|--------------------------|---|
| General Tasks | <ul style="list-style-type: none"> • Research and present Radio One's Breakfast Programme • Book interviews (in collaboration with the Music Director/Programme Manager) • Promote the Breakfast show through direct on-line promotion and in liaison with the Radio One Promotions Manager • Adhere to Radio One calendar systems to ensure that Breakfast interview/adlib/pre-programmed content is logged and calendarised. • Be open and available to MC and participate in various outdoor events and activations where a station presence is required • Be open to hosting video content and interviews for online |
| Health and Safety | <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

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| 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, ideally in media, broadcasting, arts, or knowledge of the tertiary sector preferred.
- Previous experience in broadcast media, ideally in a presenting role