

Position Description – Copy Editor

Position title	Grapeshot Copy Editor
Department	Campus Engagement
Location	Grapeshot Office, Level 1 C10A
Position title of supervisor	Campus Engagement Development Officer
Positions titles that report to this position	
Hours	
Award coverage and grade (if applicable)	
Contract period	12 months
Date position description approved	15.10.2013
Approved by	Lauren Hargreaves

Position Purpose

Grapeshot is the Student Publication of Macquarie University, which publishes a monthly magazine with literary and campus news contents. It will be run by an all student editorial team consisting of six editors, three graphic designers, a photographer, a Marketing Manager and an Advertising Manager.

The Copy Editor will be responsible for copy writing and copy editing for the publication, including proofing and substantively editing articles submitted by the student population to the magazine as delegated by the Editor-in-Chief and the Deputy Editor. They will work with the Editor-in-Chief to produce eight 40 page magazines. They will also assist the Editor-in-Chief and Marketing Manager with day to day administrative tasks.

The publication will be driven by a Code of Conduct and will focus on ensuring that they represent the wide range of student cultures on campus.

Organisational Context of Position

Macquarie University recognizes the importance of creating an environment that fosters a healthy campus for both students and staff and in response to this has created U@MQ Limited (**Campus Life**) to research, create, deliver and collaborate a range of innovative services and programs to ensure a sustainable Campus environment for both students and staff

Campus Life exists to provide the essential non-academic services and facilities that help achieve a healthy and balanced approach to University life. Our service and facilities include the provision of food, retail, sport and recreation facilities and services, clubs, societies, child care and a wide variety of events and entertainment. U@MQ Limited is a subsidiary company of Macquarie University.

Our Vision: Providing more than an academic experience.

Our Mission:

- To create a vibrant, fun and healthy University campus environment
- To develop partnerships that will add value to Macquarie University
- To focus all services and facility requirements on the customer's needs.

Nature & Scope of Position

a) Key Accountabilities

The position:

- Ensure that all publication dates are met as outlined in the Publications Bookings and Deadlines Calendar which they will develop with the team and communicate to the university campus community.
- Ensure the publications fairly and accurately represent a wide-cross section of student ideas, views, opinions and interests across the Macquarie University community including NCELTR and SIBT students.
- Substantively edit that content for consistency, spelling, grammar and ease of reading in line with a developed Style Guide, where delegated by the Editor-in-Chief.

b) Challenges/Problem Solving

Challenges of the position include:

- Commit to ensuring the publication is operated and produced under the principles of fair and balanced reporting and does not publish material that is false, misleading or inaccurate.
- Commit to giving a right of reply where potentially defamatory material will be published, with the understanding that timely publication of the article will take priority over the desirability of including both article and reply in the same issue of the newspaper.

c) Decision Making

The position:

- Adhere to the Code of Conduct in all dealings with the student publication.

d) Communication

All employees and contractors of Campus Life engage in teamwork as a means of meeting the requirements of their position. This requires regular communications with other staff.

The position communicates:

- Provide assistance to the Editor-in-Chief and Marketing Manager in administrative tasks such as distribution, O Week, Macfest and other campus events

e) Occupational Health & Safety

Campus Life is committed to the health and safety of everyone in the workplace and recognises that occupational health and safety is the responsibility of all managers and staff. All staff agree to abide by Campus Life's Occupational Health & Safety Policy as a condition of accepting employment.

f) Equal Employment Opportunities

Campus Life is an Equal Opportunities Employer.

Selection Criteria
Knowledge, Skills and Experience

Essential

- Strong writing and proof-reading skills.
- Ability to fearlessly edit for clarity, whilst still retaining the author's voice.
- Computer literate with knowledge of Microsoft Office package.
- Editorial experience, preferably in magazines or newspapers.

Desirable

- Outgoing, self motivated individual who is able to work in a team environment.
- Strong organisational abilities with a commitment to working to stipulated deadlines under pressure.
- Strong communication skills with the ability to adopt differing points of view into the context of the publication.

CAMPUS LIFE VALUES

Integrity & Honesty

Act at all times in a moral and ethical way, consistent with the values of the organisation

Operate consistently and truthfully in achieving our objectives as an organisation

Sustainability

Consider environmental and social factors in all actions and decisions alongside economic profitability, and ensure an organisational culture that equips us with the skills we need to face the challenges of tomorrow's world

Drive a culture of contributing to the environmental, social, and economic impact of Campus Life

Learning & Innovation

Provide space, time, incentives and an open mind to experiment, create and expand each and every one's potential

Creating an environment that fosters creative thinking, collaboration and continuous improvement creatively, collaborating

Health & Balance

Maintain a holistic view of self and the organisation to ensure sustainable working practices and a better quality of life for all

Creating a work environment that provides flexibility to enable a balance between work, family and life commitments

Selflessness

Constantly reflect on how to contribute to the team in achieving Campus Life's vision, not what you personally can get out of the organisation

Acting in the best interest of the students and campus community

Openness & Accountability

Communicate in a clear and transparent way, without filtering information, and take ownership and responsibility for all thoughts and actions.