

## Position Description – Editor-in-Chief

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

### 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 Editor-in-Chief will have a deep involvement in all aspects of Grapeshot, ensuring that everything runs smoothly. They will be responsible for ensuring deadlines are met, changes are made based on Review Board recommendations and the publications are being distributed on time. They will keep in regular contact with the Advertising Manager to ensure budgets are being met, with the Creative Director to ensure designs are being done correctly and on time, and with the Marketing Manager to ensure there is a constant supply of articles.

They will be the primary contact for Grapeshot, both with Campus Life and the Review Board, as well as internally between team members, resolving any disputes. They will be responsible for keeping track of the Grapeshot email: [grapeshotmq@gmail.com](mailto:grapeshotmq@gmail.com).

Further, they will be responsible for choosing and sourcing content for Grapeshot, and delegating editorial and writing duties to the Deputy Editor and the Section and Copy Editors where required.

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:

- Determine the strategic direction for the publication in conjunction with Campus Life.
- Choose and source editorial content for the publication, and delegate those duties where required to the Deputy Editor and Section and Sub Editors.
- 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.
- 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.
- Be available as a constant contact for Grapeshot and liaise with Campus Life and the university community.
- Submit that content on time to the Editorial Review Board for approval prior to publishing.
- Monitor the budget for Grapeshot in conjunction with Campus Life.

### **b) Challenges/Problem Solving**

Challenges of the position include:

- Commit to ensuring the publications are operated and produced under the principles of fair and balanced reporting and do 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 publication.
- Manage the publication team and facilitate ongoing communication and collaboration among team members.

### **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:

- Keep in constant contact with all team members to solve issues before they become a problem, and to check that all team members are working according to their job specifications.

**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

- Computer literate with knowledge of Microsoft Office package.
- Editorial experience, preferably in magazines or newspapers.
- Experience in managing staff to achieve an outcome.

Desirable

- Strong writing and proof-reading skills.
- Ability to fearlessly edit for clarity, whilst still retaining the author's voice.
- Skills in laying out and constructing a magazine.
- Outgoing, self motivated individual who is able to work in a team environment.
- Strong organisational abilities with a commitment to working to stipulated deadlines.
- Strong communication skills with the ability to adopt differing points of view into the context of the publication.
- Ability to resolve disputes which may arise between team members.

## **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.