

OUSU

emergency motions

7th week hilary term 2009

For Ratification

I. Change to the OUSU Permanent staff job descriptions and titles

Job Description for the OUSU Advertising Coordinator (Grade 4.1 -£19645)

Oxford Student Services Limited (OSSL) is the commercial subsidiary of the Oxford University Student Union (OUSU) which provides services for students as well as generating the advertising revenue which funds much of our welfare and representation activity. The core business concerns of OSSL are publications, entz, events management and direct media.

The Advertising Coordinator serves as a Director of OSSL, and is responsible for the day to day management of client relations, both internal and external, ensuring that income is generated and collected in an appropriate fashion as well as setting goals, with the support of the board of directors, for the growth of the business. S/he will be expected to work largely without supervision in the performance of his/her duties, liaising mainly with the President and the General Manager, who shall act as the line manager of the AC. From time to time, as shall be deemed appropriate by the OSSL board s/he will be required to manage a small team of assistants. The Advertising Coordinator will have the following major responsibilities:

- Generating advertising sales in OSSL's media outlets (see attached 'Summary of OSSL activities' for more details). Ensuring that advertising secured is delivered in a timely fashion and invoiced promptly.
- Overall responsibility for managing OSSL's relationship with our entz partner, ensuring that the terms of agreement are met.
- Management of commercial events, including the careers fair and the commercial tent at Freshers' Fair
- With the Publications and Media Administrator, supporting the editorial teams of OSSL publications to arrange pagination, ensure that deadlines are met, and distribution of the finished product.
- Reporting regularly to OSSL board on the status of the company's business concerns (jointly undertaken with the General Manager and the company accountant).
- Liaising with the accounts staff to ensure that clients are invoiced in a timely fashion. Preparing and collating booking forms, matching them to sample publications featuring the relevant ads and supplying the collated packs to the accounts team.
- From time to time, as shall be deemed appropriate by the OSSL board, line managing a team of assistant business managers.
- Proposing to the OSSL board strategies and business plans for opening up new streams of revenue for the company.

Applicants should be able to demonstrate that they meet the following selection criteria:

- Educated to degree or equivalent level.
- Ability to work on own initiative, identifying and prioritising key tasks.
- A proven record of managing long and short term projects.

- Ability to work with a wide range of people. Excellent communication and interpersonal skills and an exceptional telephone manner.
- Possess a good level of computer literacy on both Mac and PC, with an understanding of basic packages such as Microsoft Office.

The following would be highly desirable:

- Previous experience in working in a student union environment.

The following would be desirable, but are not essential:

- Experience in working with specialized computer programs (e.g.: Adobe Creative Suite, VTiger Client Relationship Manager)
- Previous publications experience.

Job Description for General Manager (Grade. 8.1 -£36532)

The Oxford University Student Union (OUSU) represents the 19,000 students of the University of Oxford and plays an important role in liaising with University authorities and local government and representing students to national government through the National Union of Students. The Student Union's commercial subsidiary, Oxford Student Services Limited, has a wide portfolio of projects including numerous publications and media outlets.

The General Manager will be expected to work without supervision in the performance of his/her duties. He/she will primarily liaise with the President and OUSU's legal, HR and financial advisers. The person appointed will have the following major responsibilities:

- Ensuring OUSU has in place a Strategic plan for the achievement of missions and objectives set by the OUSU executive. He/she will be responsible for monitoring continuity in service provision and will work with the incoming sabbaticals and executive members to update the plan annually.
- He/she will work with the incoming sabbaticals to update the plan annually.
- Ensure that the union continues to maximise revenue opportunities from its commercial activities and that it forges an open and productive partnership with the University and external partners.
- Liaise with the President and legal, HR and financial advisers to ensure all required documentation filed with all relevant bodies.
- Liaise with legal advisers and be aware of major legislation affecting the Student Union. He/she will be responsible for briefing relevant officers.
- Ensuring OUSU is complying with the financial procedures manual and update as necessary.
- Line management of the administration staff the and OUSU/OSSL Business Team
- He/she will coordinate the administration of HR

Applicants should be able to demonstrate that they meet the following selection criteria:

- Educated to degree or equivalent level;
- Possess excellent communication and inter-personal skills and be able to work with a wide range of people;

- Have the ability to work on their own initiative;
- Proven record of managing short and long term projects;
- Possess a good standard of computer literacy on both PC and Mac, and an understanding of basic packages such as Microsoft Office.

The following would be highly desirable:

- Possess an understanding of the Student Union movement.

The following would also be desirable, but are not essential:

- Knowledge of specialised accountancy IT systems (such as SAGE) General Conditions

Job description: Publications and Media Administrator (Grade 5.1 -£22765)

The Oxford University Student Union (OUSU) exists to support approximately 20000 undergraduate and postgraduate students attending the University of Oxford. OUSU provides services for students through its commercial subsidiary, Oxford Student Services Limited (OSSL), which also generates the advertising revenue with which we fund much of our welfare and representation activity.

OUSU and OSSL maintain a wide media portfolio including *The Oxford Student* newspaper (published weekly during term time), *The Oxford Handbook*, *The Oxford University Freshers' Guide* (both published annually) and a range of welfare-oriented student guides. In addition, OSSL runs Oxide, the online student radio station of the University, and arranges for the distribution of direct media both in print and online.

The Publications and Media Administrator (PMA) is a new role, which will hold day-to-day responsibility for the production, publication, and distribution of all our media. The post-holder will be expected to co-ordinate OUSU/OSSL's media outlets and to ensure that all media is delivered on time, on budget and to the highest standards of professionalism; s/he will also be required to undertake some administrative functions in support of the general aims of the Student Union. S/He will be enthusiastic and self-motivating, with an ability to lead and inspire.

The post-holder will be expected to work largely without supervision in the performance of her/his duties, liaising mainly with the General Manager, who shall act as line manager to the PMA. The PMA shall have responsibility for the line-management and support of volunteer teams working on ongoing projects. The PMA will be responsible for ensuring that all OUSU and OSSL media complies with UK libel law, associated laws, and the Press Complaints Commission's Code of Conduct.

The Publications and Media Administrator will hold the following major responsibilities:

- Responsibility for overseeing the production, publication, and distribution of all OUSU and OSSL media, both in print and online.
- Responsibility for the production of all OUSU and OSSL advertising material.
- Line management and support of temporary editorial staff for OUSU and OSSL publications. This includes arrangement of pagination, setting deadlines and internal goals to ensure that they are met, and distribution of the finished product.
- Primary liaison with printing and distribution firms.
- Regular review of existing suppliers with a view to obtaining the best deal for OUSU/OSSL

- Day to day maintenance of the OUSU Publications server.
- Supervision of *The Oxford Student Newspaper* editorial team and content. Responsibility for ensuring that the publication adheres to UK law and the Press Complaints Commission's Code of Conduct.
- Oversight of Oxide, the Oxford University student radio station; this includes responsibility for arranging the acquisition and renewal of all necessary licences.
- After-sales care for advertisers, including ensuring that artwork deadlines are met and that adverts are properly placed in outgoing media before publication.
- General administrative support to the General Manager.

Applicants should demonstrate that they meet the following essential criteria:

- Educated to degree or equivalent level.
- Ability to work on own initiative and without direction, identifying and prioritizing key tasks.
- Proven record of managing both short- and long-term projects. Proven experience of managing multiple projects simultaneously.
- Experience of working with industry standard design packages.
- Ability to work with a wide range of people. Excellent communication and interpersonal skills.

The following would be highly desirable:

- Accredited design qualification
- Experience of working with Adobe Creative Suite, particularly InDesign, Photoshop and Illustrator
- Previous experience in basic web and office server maintenance.
- Experience of and enthusiasm for the student union movement.

Please note that this post involves a limited number of out of normal working hours each week during term time.

Job Description General Office Assistant (Democratic) (4.1 - £19645)

The Oxford University Student Union acts as the central representative body for the students of Oxford, representing the interests of Oxford's colleges and permanent private halls as well as the generality of students. OUSU facilitates campaigns ranging from fighting to make rent affordable for students to ensuring that students do not suffer from discrimination. It has an extensive welfare service, which is open to all students and also works with students to raise money for charity through its RAG work. An executive of fifteen runs the Student Union members of who six is full time paid officers of the Student Union and a significant amount of their time is spent in meetings or University committees representing students.

Your role will be to support the democratic work of the Student Union and your main tasks will involve:

- The administration of OUSU Council, a fortnightly meeting which acts as the main policy making forum of the Student Union that occurs on a Friday afternoon. You will be responsible for compiling the

agenda, sending out the agenda, and handling the paper work for the meeting as well as taking minutes for OUSU Council and uploading the minutes onto the website.

- Updating the website using the simple content management system used by the Student Union
- Providing administrative support for key meetings at the Student Union including meetings of the executive, working groups and campaign meetings
- Management of the day to day HR systems
- Managing and distributing welfare supplies
- Handling general enquiries
- Day to day office management

Applicants should be able to demonstrate that they meet the following selection criteria:

- Possess excellent communication and inter-personal skills and be able to work with a wide range of people;
- Have the ability to work on their own initiative;
- Possess a good standard of computer literacy on both PC and Mac, and an understanding of basic packages such as Microsoft Office.

Highly Desirable

- HR Experience
- Enthusiasm for the Student Union movement