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DUTY STATEMENT

Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Dircksey Magazine
Position Title:	Editor

1. Purpose of Position

The Dircksey Editor leads the planning, production and distribution of Dircksey as the ECU Student Guild's independent student media platform. The role provides a democratic and transparent forum in which ECU students can discuss student affairs and interests, including diverse, contrary or dissenting views, while upholding the Dircksey values of truth, balance, independence, respect and the right of all groups, including marginalised groups, to be heard.

The Editor has day-to-day editorial responsibility for Dircksey and is accountable for delivering agreed publications and other media on schedule, within the approved budget and in accordance with the Dircksey Regulations, applicable Guild policies, legal requirements and professional journalistic standards.

2. Roles and Responsibilities

- Plan and deliver the magazine issues and other media required under the approved annual publication schedule.
- Maintain Dircksey as an inclusive forum for ECU student views and exercise fair, balanced and independent editorial judgement.
- Commission, edit and coordinate content, contributors and the production process through to publication and distribution.
- Liaise with the Events & Marketing Officer or Operations Manager at least fortnightly and provide quarterly reports on progress.
- Provide a print-ready proof for review at least five business days before publication and supply final digital and archive copies.
- Appoint, train and support up to two eligible Sub-Editors and manage contributors fairly and respectfully.

- Prepare the annual budget proposal in consultation with the Events & Marketing Officer and manage expenditure within the approved budget.
- Refer advertising and sponsorship opportunities to the Events & Marketing Officer for approval and formalisation.
- Ensure content is accurate, appropriately sourced, lawful, non-discriminatory and consistent with the MEAA Journalist Code of Ethics.
- Include required disclaimers, acknowledgements and reserved Guild content in accordance with the Dircksey Regulations.
- Respond in writing to complaints and right-of-reply requests, maintain confidentiality and refer unresolved matters through the Guild's complaints process.
- Maintain appropriate publication records in Guild systems and complete a thorough handover to the incoming Editor.
- Comply with the Dircksey Regulations, Guild Constitution, applicable codes of conduct and other relevant Guild policies.

3. Reporting Relationships

- Operations Manager
- Events and Marketing Officer

4. Stakeholder Interaction

- Guild Senate
- Other University Student Guilds
- ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- External Representative Bodies

5. Position Requirements

- Strong writing, editing and proofreading skills.
- Ability to plan and deliver publications or media projects to deadline.
- Sound editorial judgement and an ability to support diverse student voices.
- Effective organisation, communication and contributor coordination skills.
- Ability to manage an approved budget and complete required reporting.
- Understanding of, or willingness to learn, relevant media ethics and legal obligations.
- Experience in journalism, publishing, communications, design or digital media is desirable.

6. Engagement Conditions

The position is ordinarily held by an eligible current ECU student as a volunteer receiving an honorarium. Where external recruitment is authorised under the Dircksey Regulations, the Editor is engaged on a fixed-term employment contract. Eligibility, term, payment and other engagement conditions are governed by the current Dircksey Regulations and the applicable agreement or contract.

7. Acknowledgement

The details contained in this document are an accurate statement of the key duties, responsibilities, accountabilities and specific work related requirements of the position, which may be amended by the Senate from time to time.

[Recipient Signature]