People & Culture

Job Description

Position: People & Culture Intern
Division: People & Culture
Reports to: People & Culture Manager
Date: January 2015

Summary of the intern placement

To develop their skill and experience in a professional business environment

To work with the People & Culture team in providing a professional and efficient people & culture service to the firm and our clients.

This intern placement will have access to a range of very confidential information and so will require the personal characteristics of discretion and integrity.

1. Key Responsibilities

Recruitment and Selection
- Prepare new starter induction pack.
- Prepare inductions for new starters
- Assist People & Culture Business Partners in recruitment process.
- Check visas with Immigration for visa holders.
- Coordinate the employee movements tracking sheet.
- Help with the preparation for and attend Career Fairs.
- Assist in the preparation for Assessment Centres
- Support the P&C Business Partners with secondment activities

Separation of Employment
- Co-ordinate exit forms for team members leaving.
- Action the internal exit checklist.

Training and Development
- Support the co-ordination of training programs.

CA Management
- Update the Chartered Accountants Training Spreadsheet
- Support the administration of the CA programs including program enrolments, mock exams, ordering of materials and in-house training administration.

Policies & Procedures
- Play a supportive role to the P&C Team in carrying out Grant Thornton policies & procedures.
- Assist in maintaining all P&C Policies relating to recruitment, promotions, transfers, personnel administration, etc.

General P&C Tasks
- Other duties as requested by the P&C Team.
- Coordinate service recognition within GTAL Sydney Office.
- Assist in maintaining and updating standard letters, emails and forms for P&C Department.
- Setup and maintain accurate and confidential staff member files.
- Provide support and resources to P&C Department.
**Confidentiality**
- Maintain confidentiality of employee information

### 2. Person Specification
- Currently undertaking a Diploma or Degree with HR focus
- Strong planning and organisation skills.
- Excellent communication and interpersonal skills.
- Able to take initiative and work autonomously.
- Able to manage time effectively.
- A team focus.