



OzHarvest | Job Description

Your Position Title:	People & Culture Intern
Your Department:	People & Culture
You'll Report to:	Head of People & Culture
Your direct reports:	-
Classification :	Part Time or Casual
Headcount or Hrs/wk :	3 days / wk
Date :	May 2022

Your Key Relationships

You'll be part of the collaborative OzHarvest team, which includes all employees and volunteers, including the CEO, MTeam and frontline and support team members. You'll also work with external stake holders including candidates, corporate engagement partners, advisory bodies and OzHarvest donor and agencies.

What we're about

Our purpose is to Nourish our Country. Through food rescue, education, community engagement and innovation. As an organisation we are connected by four key values:

Connected by a cause: We are a magnet for magnificent people, connected by a common purpose. This mission of ours is contagious. It will take all of us, every day, every way. Our cause comes to life with every single one of us.

Nourish & Grow: We're creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive.

Boldly Courageous: We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity and respect.

With Gratitude: We are grateful. Always. To each other. To the people we serve. To the people who give so generously. For the work we do, and the work to be done.

About the role

The primary role of the People & Culture Intern is to ensure that we bring magnificent people on board and that all employees are supported to reach their full potential in their role at OzHarvest, while nurturing a values driven, safe and inclusive culture.

Your Responsibilities

Be a positive and effective team member and bring the OzHarvest values to life :

- Demonstrate each value in every one of your actions and decisions
- Contribute to the successes of your team by supporting your team mates to be the best they can be
- Communicate honestly and openly at all times



OzHarvest Culture :

- Represent the behaviours that we seek to develop in OzHarvest
- Build relationships, connection and values
- Contribute to engagement and connection opportunities at OzHarvest
- Assist in all DNA or development events

Human Resources Support (goal : to support the P&C team achieve their goals) :

- Create, improve and maintain the P&C records
- Provide administration and team support to the People & Culture team in BAU & projects
- Assist the implementation of systems and support the maintenance of them

Talent Acquisition & Recruitment (goal : to attract & retain magnificent people):

- Treat each candidate with gratitude and care
- Carry out all parts of the recruitment process – advertising, phone screens, interviews & reference checks
- Coordinate the onboarding of all new family members and play an important role in inducting our people
- Coordinate the offboarding of those who leave our employment

Employee Life Cycle and Engagement:

- Support the P&C team to deliver great programs to nourish and grow the people of OzHarvest

Employer brand and culture ambassador (goal – to build OzHarvest’s reputation as an employer of choice) :

- Foster a network of HR professionals to develop yourself and others
- Represent OzHarvest in external activities and events and on social media

Connected to the cause (goal – to be part of OzHarvest’s commitment and purpose) :

- Assist with events and activities when needed, sometimes in the evenings and weekend
- Commit to no or low waste in all activities and undertakings
- Help when you can

Personal Specifications

Qualifications

- Recent graduate or current student of an HR, Business or Psychology degree/course
- Business administration training or experience would be an advantage
- Possess or ability to obtain a valid Police Check

Skills, Knowledge & Experience

- Experience in being part of a business team
- Experience or ability to work with HR systems (recruitment, learning & development and HR)
- Desire to learn and work in best practice HR processes and procedures
- Ability to balance workload, escalate issues when required, and work in a fast-paced environment
- Strong computer skills including Microsoft suite
- Has a high level of attention to detail and thoroughness
- High level of organisational and administrative ability
- Ability to follow instruction and learn quickly



Personal Abilities and Aptitudes

- A strong commitment and enthusiasm towards the purpose of OzHarvest
- A can do and will do attitude
- A people person who is friendly, helpful and a team player
- A superstar communicator, both written and verbal
- Someone who can build and manage key relationships
- A creative thinker and problem solver
- Energetic, positive and proactive
- Resilient and determined, able to work in a fast paced environment
- Flexible and adaptable

Employee Acknowledgement

I acknowledge that I have read and understand the above Job Description and agree to carry out all duties as described to the performance standards required, adhering to the policies listed below.

Employees Name: _____

Signature: _____ **Date:** _____