



## HR Internship

Host Employer: Banyule Nillumbik LLEN (BNLLEN)

**Applications close: 4pm on 7 April 2017**

---

### Internship Details

<b>Hours:</b> 80 hours	<b>Location:</b> Greensborough
<b>Start Date:</b> Mid-late April 2017	<b>End Date:</b> Semester 1, 2017

### About BNLEN

The BNLEN is a not-for-profit organisation that works in partnership with education providers, parents and families, business and industry and community groups to improve education, training and employment outcomes for young people aged 10-19 in the Banyule/Nilumbik region.

### Internship

We are seeking a HR intern to assist us with developing a series of human resources policies. This internship is unpaid and for a maximum of 80 hours.

### The tasks include:

- Develop a series of human resources policies and procedures for BNLEN, comprising structured and easy-to-read information that will provide guidance for staff in their work
- Design standardised and suitable digital templates for policies and procedures
- Collaborate with staff to gather information and clarify procedures
- Review and analyse existing materials and integrate into new materials where relevant
- Build a sustainable process for maintaining the policies and procedures over time

### Skill requirements:

- Knowledge of HR policies and procedures, and content required
- Well-developed communication, interpersonal and consultation skills
- Self-driven with an ability to work with minimal supervision
- Ability to function effectively as part of a team

## **Eligibility:**

- Students must be a 3rd year student in the Bachelor of Business (HRM) or a student in the Master of Management (HRM)

## **Application Procedure**

### **Applications close at 4pm on 7 April 2017**

**STEP 1** > All applicants are required to upload their resume and cover letter (outlining why you are interested in the internship opportunity) via CareerHub (click on Ask a Question) for review by a Careers Team staff member.

Bundoora students > > you can visit the Career Ready drop-in which is located in the upper Agora, across from the library and above Caffeine. Please check the website for hours >  
[www.latrobe.edu.au/students/careers/contacts](http://www.latrobe.edu.au/students/careers/contacts)

NOTE: Applications will not be considered unless resumes and cover letters have been reviewed by the Careers Team.

**STEP 2** > Once your resume and cover letter have been reviewed and updated, please submit to Diane Micallef, Internship Advisor via email: [d.micallef@latrobe.edu.au](mailto:d.micallef@latrobe.edu.au).

**STEP 3** > Applicants are interviewed and shortlisted

**STEP 4** > Shortlisted applicants are referred to the host employer

**STEP 5** > Host employer selects applicants to interview

**STEP 6** > Successful applicant selected and notified.

For further information regarding this opportunity, please contact Diane Micallef via email [d.micallef@latrobe.edu.au](mailto:d.micallef@latrobe.edu.au)