

# Victorian Chamber Internship Program

## Employer Project Proposal

The Victorian Chamber of Commerce established the Internship program to help graduates gain the employability skills required by business. We provide participating members with financial assistance to support the cost of employing an intern. The opportunity on offer is part of this program.

## Business Details

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Membership Number	
Name	Victorian Chamber of Commerce & Industry
Address	Level 3, 150 Collins Street MELBOURNE
Business description	The Victorian Chamber of Commerce and Industry is the peak body for business in Victoria, informing and servicing more than 15,000 members, customers and clients around the State. Our focus is on leading business into the future. We are committed to being the voice for business, representing and championing our members in a difficult regulatory environment.
Website	<a href="http://www.victorianchamber.com.au/">http://www.victorianchamber.com.au/</a>

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## Internship Position Details

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Position title	Human Resources Intern
Position overview	This position will work closely with the HR team to implement a new digital platform to help us recruit the best talent. The successful intern will help us cleanse what candidates we have in our current system and what we want to transfer to the new system, as well as setting up different 'buckets' on the new platform to help us track candidates for potential positions. This position will also assist with other ad hoc recruitment activities for the HR team.
Position details	<p>Key responsibilities (tasks and duties the student will undertake as part of the project on a day to day basis):</p> <ul style="list-style-type: none"><li>• Assist with data cleansing existing candidates in our system to assess whether they should be brought across to our new system</li><li>• Set up talent pools using position descriptions and key selection criteria, so that we can group candidates for different positions</li><li>• Create a manual of the new system process</li><li>• Create position descriptions and job advertisements</li><li>• Shortlist candidates</li></ul>

Skills required to fulfil the role:

- An understanding or exposure to recruitment processes
- Attention to detail and ability to work as part of a small team
- An interest in systems and processes
- Excellent written and verbal communication skills

Ideal personal attributes:

- Customer service focussed
- Good problem solver
- Team player
- Good with technology / systems

## Project Details

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Project hours	120 hours for all Victorian Chamber Internship projects. Any hours in addition to 120 will be external to the program.
Proposed start date	28 August 2017(or prior if available)
Proposed completion date	Completed by 28 September 2017

## Employment Details

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Award name	Award name and Level:	Clerks – level 2
Hourly rate	Hourly rate of pay excl. gst.:	\$27.11

***Please note, this rate may vary dependent upon the age, and skill level of the chosen candidate.***

Contact the WPR Hotline to confirm the relevant Award name and rate of pay on Ph: 8662 5222.

**For Essentials members, inform the WPR team member that you are in the process of preparing a proposal as this is an additional service available to you as part of this program only.**

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Employment status	<ul style="list-style-type: none"><li>• Casual (includes 25% loading in lieu of part-time entitlements)</li></ul>
Hours of work	We are flexible on working days/ hours. Our standard business hours are 9.00am to 5.15pm with an unpaid meal break of 60 minutes. Ideally the intern will work for two days per week.
Field of study	Human Resources / Business - 2 <sup>nd</sup> or 3 <sup>rd</sup> year undergraduate student

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