

Position Description



POSITION DETAILS

Position title	Intern
Organisational Unit	TBC
Award / EA	NA / unpaid
Classification	Internship – People and Culture
Reports to	Relevant Manager/Supervisor
Frequency and length of engagement	1 day per week for 3 months

Our vision

A compassionate, just and inclusive society for all.

Our mission

We walk alongside people in need, offering care and compassion and promoting choice, independence and community wellbeing.

Our values

Innovation, hope, integrity, compassion, justice, empowerment, respect

Role Purpose and Position Summary

WMQ is a diverse and geographically dispersed organisation that can provide interns with meaningful and valuable experiences, including mentorship, guidance, and opportunities for professional growth. This ensures that interns feel engaged, motivated, and inspired to contribute effectively to WMQ's mission.

An Internship within WMQ's People and Culture team is a vocational placement that will provide students with the opportunity to make a positive contribution to the community by conducting structured activities, project work or research within WMQ over a fixed term. The People and Culture team comprises of Operations, Organisational Development and Learning, Workforce Transformation, Employee Experience, Industrial Relations, and Volunteer Relations.

The purpose of the People and Culture Internship is to provide WMQ and its internal and external stakeholders with academic knowledge and research skills to support the organisation's programs and initiatives.

As an intern at WMQ, students will have the opportunity to undertake a meaningful learning experience, gain practical skills and contribute to our team's projects and initiatives. This internship is designed to provide students with valuable insights into the industry and develop skills in a supportive and professional environment.

Key Role Accountabilities

You will be assigned to one or more of the People and Culture teams, this will be dependent on your area of interest and will be subject to business requirements.

Be part of a story you'll love to tell...

Your responsibilities may include, but are not limited to:

1. Align one's workplace behaviour in accordance with the Wesley Charter and Wesley Mission Queensland's Vision, Mission and Values.
2. Project Support: Assisting team members with various projects by conducting research, collecting data, and preparing reports or presentations.
3. Administrative Tasks: Supporting day-to-day operations by handling administrative duties such as organising files, scheduling meetings, and managing correspondence.
4. Data Analysis: Analysing data sets using tools like Excel or specialised software, interpreting results, and summarising findings.
5. Collaboration: Collaborating with team members on cross-functional initiatives, contributing ideas, and participating in brainstorming sessions.
6. Learning and Development: Actively engaging in learning opportunities, attending training sessions, and seeking feedback to enhance your skills and knowledge.
7. Communication: Participating in team meetings, documenting meeting minutes, and effectively communicating your progress, challenges, and ideas to supervisors and colleagues.
8. Problem Solving: Assisting in problem-solving efforts, identifying areas for improvement, and suggesting innovative solutions.
9. Adhoc Tasks: Assisting with miscellaneous tasks and projects as needed, demonstrating flexibility and adaptability in a dynamic work environment.
10. Conducting research tasks: conduct research and evaluation as directed by WMQ supervisors.

Qualifications, Knowledge and Requirements

Essential:

1. Relevant undergraduate or postgraduate qualification or working towards.
2. Demonstrated highly developed organisational and time management skills with strong attention to detail.
3. Demonstrated ability to exercise sound judgment and discretion and deal effectively with confidential and sensitive issues.
4. Strong interpersonal communication skills and the ability to build and maintain effective relationships at all organisational and stakeholder levels.
5. Ability to work independently as well as collaboratively in a team.
6. Eagerness to learn, take initiative, and adapt to new challenges.
7. Intermediate skills in Microsoft suite of programs including Outlook, Excel, PowerPoint and Word.
8. Proof of Vaccination Status as required by Legislation, Health Directives or WMQ Policy prior to commencement and throughout internship.
9. Relevant probity checks required by legislation and WMQ policy

Desirable:

1. Applied working experience within a People and Culture function.
2. A commitment to a diverse range of stakeholders, including First Nations peoples, individuals with differing abilities and members of the LGBTQIA+ community.
3. Strong research and report writing skills

Essential Competencies for the Role

Adhering to Principles and Values

Upholds ethics and values • Demonstrates integrity • Promotes and defends equal opportunities, builds



diverse teams • Encourages organisational and individual responsibility towards the community and the environment.

Working with People

Demonstrates an interest in and understanding of others • Adapts to the team and builds team spirit • Recognises and rewards the contribution of others • Listens, consults others and communicates proactively • Supports and cares for others • Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.

Presenting and Communicating Information

Speaks clearly and fluently • Expresses opinions, information and key points of an argument clearly • Makes presentations and undertakes public speaking with skill and confidence • Responds quickly to the needs of an audience and to their reactions and feedback • Projects credibility.

Writing and Reporting

Writes clearly, succinctly, and correctly • Writes convincingly in an engaging and expressive manner • Avoids the unnecessary use of jargon or complicated language • Writes in a well-structured and logical way • Structures information to meet the needs and understanding of the intended audience.

Analysing

Analyses numerical data, verbal data and all other sources of information • Breaks information into component parts, patterns and relationships • Probes for further information or greater understanding of a problem • Makes rational judgements from the available information and analysis • Produces workable solutions to a range of problems • Demonstrates an understanding of how one issue may be a part of a much larger system.

Learning and Researching

Rapidly learns new tasks and quickly commits information to memory • Gathers comprehensive information to support decision making • Demonstrates a rapid understanding of newly presented information • Encourages an organisational learning approach (i.e. Learns from successes and failures and seeks staff and customer feedback) • Manages knowledge (collects, catalogues, and disseminates knowledge of use to the organisation).

Other Capabilities and Attributes that Drive Success in the Role

All Wesley Mission Queensland employees are expected to demonstrate an understanding and commitment to organisational vision, mission, and values. The incumbent of this position will be expected to:

1. Role model interpersonal, professional and leadership behaviours consistent with the WMQ core values of integrity respect, empowerment, hope, justice, compassion, and innovation.
2. Act in a responsible way that creates an environment where it is safe for all team members to contribute ideas, make suggestions and report any activities, behaviours or conduct that does not align with the WMQ values.

Reconciliation Statement

WMQ's vision for reconciliation is for all people to stand unified in an equal and inclusive future. We commit to enhancing opportunities for Aboriginal & Torres Strait Islander People and celebrating diversity.

