# Sample Stepping Into Position Description

Please use this example to help fill out the Position Description for the Stepping Into program. If you still have questions please contact the Australian Network on Disability Programs’ Team at applications@and.org.au or 1300 363 645 for further information.

# Stepping Into Internship Program Position Description:

The Australian Network on Disability’s Stepping Into program is a paid internship scheme that matches talented university students with disability with roles in leading Australian businesses.

# Organisation Name:

Willy Wonka’s Chocolate Factory

# Organisation summary:

## Willy Wonka’s Chocolate Factory is one of the worlds premier producers of delicious chocolates and treats. We are a multi award winning producer known for manufacturing sweets such as Wonka Bars and Everlasting Gobstoppers.

## **Position Title:**

## Recruitment Intern

## **Location:**

Head Office Sydney

## **Mode of Work**:

Hybrid with 3 days per week in the office and some travel to factory (once a fortnight)

## **Position Duration:**

6 weeks full time. Can support flexible arrangements and part time options.

## **Position Overview**

We are seeking a Recruitment Intern to support us during an exciting time of rapid growth and support our Talent Acquistion team in their journey to recruit the best chocolatiers in Australia!

The Recruitment Intern will report to the Recruitment Partner and will support with key tasks including:

* Drafting job adverts and posting job adverts on job boards
* Answering basic inquiries that come through email and escalating enquiries to senior leaders when necessary
* Complete pre-employment checks
* Create Letters of Offer for successful candidates
* Assist with onboarding process for new starters
* General recruitment administration tasks as required

Our Stepping Into interns experience an award winning learning and development program. During placement Interns are connected with a mentor, have opportunity to shadow senior leaders and interactive training workshops. Once you complete our Stepping Into Internship, you will have the opportunity to submit an early application for our Graduate Program.

### **Desired skills and attributes:**

* Sound knowledge of recruitment/HR processes
* Strong attention to detail
* Proficiency in Microsoft applications
* Excellent communication skills
* Eagerness to learn about the world of recruitment
* Passionate about delivering a positive applicant experience
* Flexible thinker
* Can work well in a team as well as independently
* Ability to prioritise and meet deadlines

## **Ideal Degree/Discipline:**

Bachelor of Business (Human Resource Management), Bachelor of Social Science (Psychology)

## **Eligibility Requirements**

* Identify as having disability
* Eduction: Second-last or final year and recent graduates of a relevant tertiary degree.
* Citizenship requirements: Australian citizens and permanent residents only
* Police check required.

All Stepping Into internships are paid placements. The agreement is between the organisation and the intern. The employing organisation will pay the intern’s pro rata salary for the internship period (including superannuation) at a rate commensurate with the duties performed and abiding by Fair Work standards.