

People Operations Intern – 12 months

Position Description

Reporting to:	Senior People Ops Administrator	Work location:	Melbourne CBD
Department:	People and Culture / Group Operations	Budget holder:	No
Team:	HR Services	Direct reports:	Nil

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

As a **People Operations Intern**, you will play a key role in supporting the People & Culture team by providing high-quality administrative assistance and helping maintain accurate employee data. This internship offers hands-on experience in People operations, with a focus on data integrity, compliance, and process efficiency. You'll gain exposure to HR systems, reporting, and the employee lifecycle while contributing to a positive and collaborative team environment.

What you'll do

Role requirements

Administrative Support

- Enter and process compliance checks, ensuring ongoing compliance requirements are met for all employees and maintaining accurate compliance records
- Construct, maintain, and archive employee files, adhering to process, audit and compliance requirements
- Support with the processing of employee onboarding, significant dates and max term contract management through the use of our HR systems and Ticketing tool to complete tasks for these workflows in an accurate and timely manner.
- Undertake general administrative duties to assist the People and Culture team (e.g. processing invoices, support with audits)
- Respond to general P&C tickets using canned responses and escalate as needed.
- Support other P&C workflows as required.

Data & Reporting

- Request and maintain monthly master data.
- Use HR systems to extract and prepare accurate reports on employee data for monthly reporting, board reporting and other ad hoc report as required.
- Support the team in maintaining data integrity across HR platforms.
- Provide basic analysis and insights to help managers understand workforce metrics.

Team Collaboration

- Participate in team meetings and contribute ideas for process improvements.
- Communicate openly with team members to ensure smooth operations.
- Assist in planning and coordination of team activities and events.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner

- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

What you'll bring

- Exceptional customer service focus and demonstrable experience (both internal and external stakeholders)
- Proficiency with Microsoft Office applications (Word, Outlook, Excel)
- Highly developed verbal and written communication skills
- Strong time management and organisational skills
- Ability to work under pressure and to tight deadlines
- High levels of attention to detail and quality
- Degree in HR / Commerce or Business

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Not required **Travel:** Nil Required

Working with Children Check: Required **Assets:** Laptop