



Position Description and Responsibilities

Position title: HR Officer Intern

Business area: Service Delivery

Position Description:

The RD Consulting HR Officer Intern is responsible for assisting the RD People Manager to achieve positive HR related outcomes for RD. The internship is a six-week program with the possibility of becoming a permanent role for the right candidate. The role requires supporting the RD People Manager in the development and maintenance of HR products directly related the RD HR strategy.

Primary purpose of position:

The primary focus will be to support the RD People Manager and aid in creating sustainable attraction, engagement and retention products that will underpin the foundations of RD and positively impact the RD's performance.

Responsibilities:

Leadership:

- Embody the RD Values and Fundamentals and work to embed them within the RD teams.
- Assist in building and maintaining RD's culture, and work to get the best from of our people.

Operations:

- Assist in creating strategic and innovative People Plans with measurable results including reduced attrition & absenteeism rates and increased engagement and retention of RD staff.
- Work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation, and excellence.
- Participate in establishing HR practices, templates, policies, tools, and partnerships to expand and mature these capabilities for RD.
- Deal with issues quickly and efficiently, with relationships and business continuity in focus.
- Ensure HR policies are update to date.
- Support diverse and inclusive work environment.

HR:

Reporting relationships:

- Direct report to RD People Manager.

Minimum qualifications:

- Qualification (or currently completing qualification) in appropriate field of study or equivalent work experience.
- Flexible with proven ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Interpersonal skills to influence and spur change, facilitate, and enhance performance within a cross - functional environment.