

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	Promcorp
Placement Title	WBL Intern - Work, Health, Safety, Environmental and Quality (WHSEQ)
Placements being offered	2-3
Placement Location:	
<input type="checkbox"/> On-site <input type="checkbox"/> Remote <input checked="" type="checkbox"/> Hybrid	
Address (if onsite)	Head Office - 72 Langford Street, North Melbourne
Primary Supervisor Name	Ans Tosheski
Position Title	Head of People and Culture
Host Organisation Website	Home Page (prompcorp.com.au)
Host Organisation Background:	
<p>Prompcorp Group of Companies includes Jarrah, Prompcorp, and Pioneer, which offer a full suite of asset management, facilities management (including cleaning and soft services), and projects & trades maintenance functions across Australia and New Zealand. The Prompcorp Group operates under strict WHSEQ standards, complying with ISO certifications across all areas of operation to maintain the highest standards in safety, environmental sustainability, and quality.</p>	

Placement Details

Placement Semester/Term	Term 2 and Term 3 2025
Start Date	3 March 2025
End Date	30 May 2025
Days/hours per week	Student to discuss with Host
Hours (total)	200 hours
Placement Type	Unpaid
<p><i>The host and successful student will have an opportunity to negotiate placement start and end dates, as well as days of the week that align to the Term or Semester dates that the student is enrolled in prior to commencing the placement.</i></p>	
Desired Course Discipline/Background	
<p>Preferred degree/areas of study: <i>Occupational Health and Safety, Environmental Science, Business Management, Quality Assurance, Facilities Management, or related disciplines.</i></p>	

Key Duties and Responsibilities

Workplace Safety (WHS):

- Assist in conducting risk assessments and safety audits across various projects and operational sites.
- Review and update Safe Work Method Statements (SWMS) and Standard Operating Procedures (SOPs) to ensure compliance with ISO 45001.
- Support incident reporting, investigation, and analysis to identify trends and propose corrective actions.
- Participate in safety inspections, toolbox talks, and WHS training sessions with cross-functional teams in Australia and New Zealand.

Environmental Management:

- Contribute to the development and implementation of environmental sustainability initiatives in line with ISO 14001.
- Assist with the management of hazardous substances, including the creation of Material Safety Data Sheets (MSDS) and risk assessments.
- Support the identification and monitoring of environmental risks and assist in drafting reports for continuous improvement in waste management and energy efficiency.

Quality Assurance:

- Aid in the development, review, and implementation of quality management processes to ensure alignment with ISO 9001 standards.
- Assist in the documentation and improvement of quality control procedures for service delivery, focusing on continuous improvement across all business units.
- Participate in internal audits and help develop action plans to resolve any identified non-conformances.

Audit Compliance and New Structures:

- Assist in rolling out new structures, systems, and requirements across the group as identified in the most recent audit findings.
- Work closely with the WHSEQ team to ensure these changes are implemented consistently across Jarrah, Prompcorp, and Pioneer.
- Support communication and training initiatives to familiarize staff with the new procedures and compliance expectations.

Safety Culture Platform Rollout:

- Assist with the rollout of the Safety Culture platform across all three businesses for improved incident and hazard reporting and management.
- Support the implementation of the platform's auditing capabilities and toolbox talks functionality to streamline safety management processes.
- Help train staff in using the platform effectively, ensuring consistent adoption across operational areas in Australia and New Zealand.

Compliance and Reporting:

- Assist in preparing compliance reports for internal and external stakeholders, ensuring all activities meet WHS, environmental, and quality standards.
- Support the WHSEQ team in maintaining accurate records in line with regulatory requirements across Australia and New Zealand.

Cross-Functional Collaboration:

- Participate in meetings and workshops with teams across all three companies (Jarrah, Prompcorp, and Pioneer) to gain an understanding of integrated WHSEQ management systems.
- Work on group-wide initiatives to standardize safety, environmental, and quality practices across different business units and regions.

Selection Criteria

Essential:

- Strong communication skills, both written and verbal.
- Demonstrated ability to work independently and as part of a team.
- Interest in WHSEQ practices and compliance.

Desired:

- Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint).
- Basic understanding of ISO standards (ISO 45001, ISO 14001, ISO 9001).
- Familiarity with risk assessment processes and sustainability practices.

Pre-Placement Compliance Checks & Requirements

- Police Check
- Working With Children Check (WWCC)
- Other - Vaccination certificate (2 doses)
- None

Work Based Learning (WBL) - Subject Information and Requirements

Subject Code	LTU2PP1, LTU2PP2
Subject Information	LTU2PP1 Handbook LTU2PP2 Handbook
Subject Prerequisites	<ul style="list-style-type: none">• Completed 120 credit points of your degree• Have 2 elective spaces in your course plan

How to Apply

Application cutoff date 3 November 2024

Please provide:

- CV/Resume
- Cover letter. Please address why you are interested in this placement opportunity.
- Apply through the following link: [Industry Placement Application Form, Careers and Opportunities, La Trobe University](#)

For help with your cover letter and resume - [Resumes and job applications Careers and Opportunities, LTU](#)

Thank you for considering a Work Based Learning Placement!