What’s your passion? Whether you’re into swimming, skiing or sudoku, at IHG we’re interested in YOU. We love people who apply the same amount of care and passion to their jobs as they do their hobbies - people who help us create great hotels guests love.

At the moment we’re looking for an Intern to join our Talent Development team at IHG. This is a great opportunity for someone who’s looking to gain exposure to learning and development. You’ll provide support to our Talent Development team to ensure we meet our people objectives including preparing and updating training packs, coordinating training certificates, creating a training evaluation reporting tool and providing general administration support.

Starting late August and based at Crowne Plaza Coogee Beach, you’ll work with us 1-2 days a week for 250 hours. We’re flexible as to how many days you work and what days as we’re mindful that you need to fit us in and around your studies.

To be successful you’ll be a 3rd or 4th year student studying a Bachelors Degree in Commerce – Services Marketing (Tourism Marketing) at UNSW with a major/minor in human resources. You have a proven track record in a customer service environment and an ability to work in a team environment. You’re known for your attention to detail, strong organisational skills and ability to communicate at all levels. Ultimately, you have a can do attitude and the desire to progress your career in human resources.

To apply, please submit your resume and covering letter outlining how you meet the above selection criteria to Tania Bucic at t.bucic@unsw.edu.au by Friday 7 August 2009.

To learn more about what it’s like to work with IHG, please visit our careers website www.ihg.com/careers
JOB TITLE: Intern – Talent Development NSW/ACT

EFFECTIVE DATE: TBA

DIRECTLY REPORTS TO: Director – Talent Development

LOCATION: Crowne Plaza Coogee Beach

FUNCTION: Human Resources

SCHEDULE: 1 day a week

1. KEY RESPONSIBILITIES

Job Summary – (Role Summary)
As Intern – Talent Development NSW/ACT, you’ll be working with our Talent Development NSW/ACT team to ensure that we meet our people objectives and deliver on our employee promise Room to Grow. You’ll also help us to build our working culture by supporting our IHG Winning Ways of Do the Right Thing, Show We Care, Aim Higher, Celebrate Difference and Work Better Together.

Essential Duties and Responsibilities
• Assist with updating the hotels ‘bible’
• Print & send out training certificates
• Update the talent development notice boards
• Send out training reminders to participants
• Update the training material & prepare facilitation packs for each training session
• Create & maintain ALDP return on investment tracking
• Create tracking system for analysing training evaluation sheets & maintain

Occupational Health and Safety Responsibilities
• Demonstrate an awareness of OHS&W policies and procedures.
• Work in conjunction with management in the implementation of OHS&W related initiatives.
• Actively report workplace hazards, injuries and accidents arising from workplace activities, providing recommendations for corrective actions to prevent or minimise the chance of recurrence.
• Where Personal Protective Equipment (PPE) is required to control exposure to hazards in the workplace, wear and maintain the PPE as directed or as required in OH&S procedures.

2. REQUIRED QUALIFICATIONS

Required Skills –
• Attention to detail
• Strong organisational skills, ability to work to deadlines and to prioritise effectively
• Ability to interpret & analyse data
• Advanced excel skills
• Ability to effectively communicate (written and verbal) across all levels of the organisation
• Ability to work in a team environment
• Can-do attitude
• Strong customer service focus
20 July 2009

InterContinental Hotels Group (IHG) Talent Development Intern

- Ability to live our Winning Ways (Do the Right Thing, Show We Care, Aim Higher, Celebrate Difference and Work Better Together)
- Desire to progress career in hotels

**Qualifications**
- Currently studying towards a Bachelors Degree in Business, Hospitality Management or Tourism

**Technical Skills**
- Intermediate Microsoft Office skills – Outlook, Word, Excel and PowerPoint

**Experience**
- Experience in a customer service environment
- Previous administration experience would be ideal but not required

4. KEY RELATIONSHIPS

**Key Internal Relationships**
- Director – Talent Development NSW/ACT
- Manager – Talent Development NSW/ACT
- Talent Development Coordinator NSW/ACT
- Area Director of Human Resources NSW/ACT
- Hotel Operations Leaders and Teams
- Human Resources teams within NSW/ACT
- Talent Resourcing team

**Key External Relationships**
- Internal and external candidates
- Suppliers e.g. tertiary institutions and graphic designers