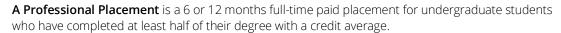# PROFESSIONAL PLACEMENTS

Position Description

This placement is only available to Swinburne students who are eligible for Professional Placements program.

A Professional Placement is a 6 or 12 months full-time paid placement for undergraduate students who have completed at least half of their degree with a credit average.

Host organisations: Please complete a Position Description highlighting the benefits of the placement from the student's point of view and being as detailed as possible.

Students: Ensure your resume is tailored to the position description below. Create a competitive Cover Letter and Resume showing your interest in the host organisation and addressing the Knowledge/Skills Required section. Be careful to follow instructions and submit a transcript of results if requested. We also recommend you utilise all of our resources on Cover Letters and Interviews prior to applying.

If you have any questions regarding the role, please contact profplacements@swin.edu.au. and the Employability team will reach out to the host organisation on your behalf.

HOST ORGANISATION DETAILS	
Name of host organisation	Astral Consulting Services Pty Ltd
Host organisation profile	Astral Consulting Services was founded in 2000 by a talented group of business and technical consultants. Today, Astral is a leader in the Information Governance, Information Management (IM) and Change Management space. Astral's consultants are highly regarded for their knowledge, advice and independence. The technical and business skill-set of the Astral team is deemed 'best of breed' by prominent business partners and clients. Astral Consulting is the trusted strategy partner of many leading corporations across a wide range of industries in the Asia Pacific region.
	We are currently looking for dynamic and motivated individuals to be based in our Melbourne office. We are looking for sharp minded students with excellent communication skills wrapped around a strong understanding of business & ICT.
	There has never been a more exciting time to work in Information Management with the prevalence of personal data breaches on the rise, and increasingly sophisticated IT solutions becoming available for industry-use.
	Testimonial: Billy Nahon, Astral Cadet Consultant, completing final year of undergraduate degree at Swinburne University
	During my 12 months Internship at Astral I was fully supported by the Astral team whilst learning what it's like to work in a professional environment and how I should conduct myself within the company and when working with clients. I have also learnt many hard skills around Information Management and the Microsoft 365 platform. Along the way I received great experiences from positive and challenging moments within client projects.
Host organisation values	• *Organisational values are the guiding principles that provide an organisation with purpose and direction.* • *Other information re the organisation - supports diversity, Corporate Social Responsibility (CSR), etc. Many students are keen to know about how the organisation impacts and benefits society. (Please note that brief*

ABN	67 095 048 776
Website	www.astral.com.au
Address *(street, suburb, postcode)*	Level 2, Suite 2, 45 William Street, Melbourne VIC 3000
PLACEMENT DETAILS	
Placement job title	Trainee Consultant
Role reports to *(name and title)*	Marie Felsbourg Chief Executive Officer
Supervisor support to students	Astral have a structured Internship Program which involves a tightly structured induction, ongoing training, mentoring and a buddy system with weekly catchups and daily support with their industry supervisor. Placement Students/Interns complete their 12-month journeys as a group and are supported by students from the prior intake who are finalising their internship. Astral prides itself on how new staff are welcomed and integrated into the business on day one, typically through a welcome lunch with the whole business.
Department name and profile	Astral has a relatively flat structure with an accessible management team and a very collaborative team culture. We have built our team by recruiting through Industry Based Learning programs across several universities and a variety of programs. Our work is delivered using a team structure which would normally have a team lead on the size of the engagement and each student will participate in one or more project during their time at Astral. In addition, Astral will provide the student with a training program that is relevant to the project so that they are comfortable with the subject matter. Astral will also provide mentoring and on the job learning opportunities. Students will be provided with a project opportunity that is team based and either internal or on-site at a client but will always have the support they require to complete assigned tasks.
Onboarding/induction process	As an organisation, Astral seeks to integrate new starters into the business from day one. The intern program kicks off with an intensive onboarding program in the first few days, and industry-specific training is provided to start learning about our business. Induction outline: • Meet the CEO and intern group • Introduction to Astral • Policies and Procedures Overview • Introduction to Shadowing and Buddy Program • A tailored induction plan • Personalised development plan (including specific key outcomes of intern program) • Company-wide introduction lunch • Project(s) Overview with Delivery Manager

Work arrangement	☒on-site ☐remote/working from home ☐hybrid		
Duration of placement [1*]	☐6 mths ☒12 mths	Weekly working hours (38/40)	40
Preferred start date (DD-MM-YYYY)	17th July 2023		
Payment: annual salary (excluding super)[2]	$45,000	Number of students required	3
Is this opportunity exclusive to Swinburne?	☐Yes ☒No		

ROLE DETAILS	
Duties and responsibilities	Members of Astral's Intern Program are expected to maintain a level of professional and ethical standards which represents Astral in a positive manner. Astral Interns are expected to uphold the following responsibilities listed below. These include but are not limited to: • Troubleshoot and resolve hardware, software and firmware issues facing other consultants during rotations on IT Service Desk. • Work with experienced consultants to prepare documentation, training material, marketing collateral and other user material. • Actively engage in continuous professional development by undertaking product specific, soft skills and other training or certifications • Contribute to internal projects and process/tool improvement to streamline business activity. • Assist in developing Astral productised solutions. • Work within a team environment to develop the skill set required to work independently as a team member in a professional delivery environment. • Contribute to client projects as required.
Core knowledge & technical skills required to perform this role	• Computer Science, Information Systems, IT, Software Development, Software Engineering major. • Understanding of Information Management. • Understands the core elements of content management product • Competent with Microsoft Office products • Competent in basic web technologies (e.g. Java, .Net, HTML, etc • Understands the concepts of cloud-based systems
Other skills including transferable/soft skills	• Previous Work History and Customer Service experience a plus • Strong verbal and written communication. • Excellent analytical, organisational and problem-solving skills. • Ability to work well in teams and independently. • Inquisitive mindset and ability to adapt to changing circumstances. • Adaptable and able to interpret broad user requirements. • Understanding of the principles of change management. • An understanding of the concepts of content management solution architecture and of systems delivery.
Any other information (*E.g. require driver's license, Police check, vaccination etc.*)	Covid Vaccination up to date

APPLICATION DETAILS	
Equity information	We encourage applicants from diverse backgrounds to apply. We are committed to making our recruitment and placement arrangements fair and equitable. If you would like to discuss specific accessibility or support requirements to help you demonstrate your ability during the recruitment process or do your best work if you are placed with us, please contact Therese Felsbourg for a private discussion.

Application documents required	☒ Cover Letter ☒ Resume ☒ Academic Results ☐ Other: (please specify)
Other Application documents required (*E.g. Portfolio*)	
Application closing date [3]	
Application address to	Marie Felsbourg – Chief Executive Officer
How to apply	**All applications must be submitted via InPlace**
Equity	We encourage applicants from diverse backgrounds to apply. We are committed to making our recruitment and placement arrangements fair and equitable. If you would like to discuss specific accessibility or support requirements to help you demonstrate your ability during the recruitment process or do your best work if you are placed with us, please contact Therese Felsbourg for a private discussion.

*Placements commencing in August/September will need to be less than 12 or 6 months in duration to ensure the students will be able to return to their studies in the following semester/year.

[1] *International Students can only undertake a 12-month placement.*

[2] *Professional placements are paid as a direct hire arrangement, and the host organisation and the student enter into a full-time fixed term employment contract for the duration of the placement. The host organisation agrees that the student is paid within regulatory requirements of all State and Federal legislation pertaining to the Fair Work Commission.*

[3] *Students should apply via InPlace earlier rather than later, as applicants may be interviewed and appointed before the application closing date.*

NOTE TO STUDENTS

WHAT HAPPENS IF YOU GET AN OFFER?

Students should not continue to apply for placement opportunities once they have accepted an offer. Once a student receives and accepts an offer, the expectation is that you will honour that agreement and advise any other organisations you have secured an interview with that you have obtained another placement.

If you are unsure whether the opportunity is right for you, or if you are waiting to hear back from another interview, you may like to consider asking the organisation making the offer for 48-hours to consider their proposal. Students should factor in the risk of being perceived as not interested when deciding if asking for additional time to consider the offer is in their best interests.

A Professional Placement is an academic program, and it is a requirement that a student on a placement must be enrolled in the two Professional Placement academic units of study each semester (Integrated Professional Placement and Work Experience in Industry) which are delivered online. If you withdraw from one or both units, your placement with the host organisation will be automatically terminated.

OFFICE USE ONLY					
Approved by WIL Coordinator(s)	☐ Yes ☐ N/A	Name(s)		Date	

DISCIPLINE(S) RELATED TO THE ROLE

The following section is to be completed by the Swinburne Academic WIL Coordinator

Arts and Humanities

☐ Criminology   ☐ International Relations   ☐ Social Science

☐ History/ Philosophy   ☐ Politics

Business

☐ Accounting   ☐ Commercial Law   ☐ Entrepreneurship

☐ Finance   ☐ Management   ☐ Logistics & Supply Chain
☐ Human Resource   ☐ Marketing   Management
☐ International Business

Communications

☐ Advertising   ☐ Film & Animation   ☐ Media
☐ Creative/Professional Writing   ☐ Film & TV   ☐ Public Relations
☐ Digital Advertising/Marketing   ☐ Journalism   ☐ Social Media

Design

☐ Architecture   ☐ Digital Media Design   ☐ Interior Architecture
☐ Branded Environments   ☐ Industrial Design   ☐ Photomedia
☐ Communication/Graphic Design   ☐ Interaction Design/UX

Please note: Interior Architecture & Industrial Design are honours programs only- contact us for more details.

Engineering

☐ Aviation Management   ☐ Electrical and Electronics   ☐ Mechanical Engineering
☐ Biomedical Engineering   ☐ Robotics/Mechatronics
☐ Product Design Engineering   ☐ Civil Engineering

Science

☐ Biochemistry   ☐ Chemistry   ☐ Mathematics
☐ Biotechnology   ☐ Environmental Science   ☐ Physics

Health Science

☐ Applied Statistics   ☐ Health Communication   ☐ Psychology & Forensic Science
☐ Biomedical Science   ☐ Neuroscience   ☐ Psychology & Psychophysiology
☐ Clinical Technologies   ☐ Nutrition

Information Communication Technologies and Games

☐ Business Analysis   ☐ Games and Interactivity   ☐ Networking
☐ Computer Science   ☐ Software Development   ☐ Web Development
☐ Cybersecurity   ☐ Software Engineering
☐ Information Systems   ☐ Telecommunications

☐ **Law**   ☐ Other: (Please specify)