
Position Title: Graduate – People and Culture

Position Number: [xxxx]

Level: [designated etc]

Classification: [Mercer grade]

Reports to:

Location: Fremantle / Kwinana

Direct Reports: None

Fremantle Ports Values

Our values are simple, but they drive everything we do and guide our behaviours and decisions. They are the essence of what is important to us, as we work together to deliver our goals. Our employees are expected to uphold our four values, treating each other with respect, working collaboratively and taking accountability in the pursuit of excellence.

 Collaboration	Achieving together
 Accountability	Owning it
 Respect	Valuing everyone always
 Excellence	Delivering our best

1. Purpose of Position

The Graduate – People and Culture supports the delivery of contemporary human resources and organisational development initiatives that contribute to Fremantle Ports' strategic objectives and workforce capability. Working as part of the People and Culture team, the graduate gains broad exposure to human resource management practices while providing professional, customer-focused support across key areas including recruitment, onboarding, learning and development, employee engagement, workforce planning, diversity and inclusion, performance management, and people-related projects.

The position provides an opportunity to develop practical skills, knowledge, and experience while contributing to initiatives that foster a safe, inclusive, high-performing, and engaged workforce. Through collaboration with employees, leaders, and stakeholders across Fremantle Ports, the graduate supports the delivery of people and culture services that enhance employee experience and organisational effectiveness.

The role is designed to build the graduate's professional capability through structured learning, mentoring, and involvement in strategic and operational projects, preparing them for a successful career in human resources and organisational development.

2. Key Accountabilities

People and Culture Service Delivery

- Provide administrative and operational support across People and Culture functions.
- Assist with the preparation and maintenance of employee records, HR systems, correspondence, and documentation.
- Respond to routine employee and manager enquiries, escalating matters as appropriate.
- Support compliance with relevant legislation, policies, procedures, and enterprise agreements.

Recruitment and Onboarding

- Assist with end-to-end recruitment activities, including advertising vacancies, coordinating interviews, reference checking, and preparing employment documentation.
- Support onboarding and induction processes to ensure a positive employee experience.
- Maintain recruitment records and contribute to talent attraction initiatives.

Learning and Development

- Coordinate training programs, workshops, and learning activities.
- Assist with maintaining learning management system records and reporting.
- Support the implementation of leadership, professional development, and workforce capability initiatives.

Data, Reporting and Analytics

- Assist in collecting, maintaining, and analysing workforce data.
- Prepare routine reports, metrics, and dashboards to support decision-making.
- Ensure data accuracy, confidentiality, and integrity within People and Culture systems.

Stakeholder Engagement

- Build positive working relationships with employees, managers, and external stakeholders.
- Collaborate effectively across business areas to support People and Culture initiatives.
- Demonstrate a customer-focused approach in all interactions.

Professional Development

- Actively participate in graduate development activities, mentoring, and learning opportunities.
- Develop knowledge of contemporary human resource practices and port operations.
- Demonstrate commitment to Fremantle Ports' values, safety culture, and continuous learning.

Expected Outcomes

- Delivery of high-quality, timely People and Culture support services.
- Positive contribution to workforce capability, employee engagement, and organisational culture.
- Accurate and compliant HR administration and reporting.
- Successful participation in People and Culture projects and continuous improvement initiatives.
- Progressive development of professional organisational and HR knowledge and capability through the graduate program rotations.

3. Selection Criteria

Essential

- A recently completed or near-completed tertiary qualification in Human Resources, Business, Psychology, Organisational Development, Industrial Relations, Commerce, or a related discipline.
- Demonstrated interest in pursuing a career in Human Resources and People and Culture.
- Strong written and verbal communication skills, with the ability to communicate professionally with a range of stakeholders.
- Well-developed organisational and time management skills, including the ability to manage competing priorities and meet deadlines.
- Strong attention to detail and commitment to maintaining accuracy when handling information and records.
- Demonstrated analytical and problem-solving skills, including the ability to research and interpret information.
- Proficiency in Microsoft Office applications, particularly Word, Excel, PowerPoint, and Outlook.
- Ability to work collaboratively within a team environment and build positive working relationships.
- Demonstrated initiative, adaptability, and willingness to learn in a dynamic workplace.
- Understanding of and commitment to confidentiality, professionalism, diversity, inclusion, and ethical workplace practices.
- Commitment to workplace health, safety, and wellbeing.

Desirable

- Previous work experience, internship, vacation employment, volunteer experience, or placement within a Human Resources, People and Culture, or business-related environment.
- Knowledge of contemporary Human Resources practices, employment legislation, and workforce trends.
- Experience using Human Resource Information Systems (HRIS), Learning Management Systems (LMS), or other business systems.
- Experience in project coordination, event management, or continuous improvement initiatives.
- Exposure to workforce reporting, data analysis, or the use of workforce metrics.
- Understanding of employee engagement, diversity and inclusion, reconciliation, or wellbeing initiatives.
- Knowledge of the Western Australian public sector, government trading enterprises, or the transport, logistics, maritime, or port industries.
- Current Australian driver's licence.