



2018

WSP Sustainability Internship

Application guidelines

Introduction

The WSP Sustainability Internship Program is an initiative between the Oodgeroo Unit, Queensland University of Technology and WSP. The internship program offers a summer placement within WSP's Sustainability Team based in Brisbane, commencing on the 19th November 2018 through to the 22nd February 2019. This will exclude two weeks over the summer holiday period from the 22nd December 2018 to 7th January 2019.

Who is WSP?

WSP is a globally recognised firm with local beginnings stretching over 130 years ago. Offering consulting and engineering services in a wide range of disciplines, WSP provide clients the same personalised services as a specialist firm while at the same time leveraging worldwide expertise to undertake the most complex projects and assisting clients to realise their ambitions.

WSP anticipate trends in order to propose innovative ideas for clients to meet their business objectives; all the while asking questions, looking at complex problems from different angles and finding solutions that break paradigms. WSP are problem-solvers who evolve, improve, modernise and excel, and whose solutions will shape the communities of tomorrow and help societies thrive sustainably. WSP embrace change and have an uncompromising determination to achieve excellence, and strive to promote young recruits because they believe fresh perspectives bring great ideas and new energy.

Please visit the WSP Australia website for more details: <https://www.wsp.com/en-AU>

Reconciliation

WSP acknowledge Aboriginal and Torres Strait Islander peoples as the traditional custodians of this land and the places on which we live and work, and recognise the unique role they play in the country's heritage and future.

WSP's vision for reconciliation is to contribute positively towards closing the gap between the health and life expectancy of Aboriginal and Torres Strait Islander peoples and non-Indigenous Australians, and to work together to achieve greater equality and improve opportunities for Aboriginal and Torres Strait Islander peoples. WSP believe that reconciliation will ultimately serve to create a sustainable, vibrant and connected future for all Australians.

To find out more, please visit WSP's RAP here:

<https://reconciliation.secure.force.com/API/services/apexrest/Attachment?id=00P6F000021TmXzUAK>

WSP Sustainability

Government, cities and businesses face significant challenges related to population growth, resource demands, and extreme weather events that impact the resiliency and sustainability of our communities. WSP is committed to integrating the principles of sustainability into our work in planning, designing and managing property, infrastructure

and communities.

The Sustainability Team in WSP comprises of management consultants, scientists, and engineers, all working throughout the life cycle of a project, from strategy to delivery and commissioning to operations, to offer innovative and practical solutions with a strong focus on change management and executive engagement.

WSP's planning and community development work, involves advocating strategies to create vibrant, liveable communities. Within the power and energy sector, WSP Sustainability contribute to the development of renewable energy sources and the reduction of emissions associated with traditional power generation. For commercial, residential, and institutional buildings, WSP design green systems that conserve energy and other natural resources.

WSP Sustainability work in transportation planning and design that encourages the development of communities that offer a full range of economic, social, and recreational opportunities. WSP advise clients, including government agencies, on strategies to reduce carbon emissions and to address the consequences of climate change.

More information about WSP Sustainability can be found here: <https://www.wsp.com/en-AU/services/sustainability-strategy>

Internship description

Working with the Sustainability Team based in the Brisbane, you may be involved in day to day tasks relating to WSP's service offerings, including:

- Climate change risk assessment
- Energy efficiency and compliance (Section J/NatHERS/BASIX/BEEC/NABERS)
- Lifecycle analysis
- Low carbon advisory (including accounting, adaptation, and mitigation strategies)
- Master planning and precincts
- Sustainability Rating tools (LEED, ISCA, Green Star, WELL Building Standard, EnviroDevelopment)
- Greenhouse Gas Emissions reporting

Eligibility criteria

Applicants must:

- be of Aboriginal and/or Torres Strait Islander descent and provide a Confirmation of Aboriginal/Torres Strait Islander Descent form
- be enrolled at Queensland University of Technology at the census date
- maintain a full-time study load and grade point average of 4
- applicants may be studying externally or on-campus

Termination of Internship

The Oodgeroo Unit, QUT in consultation with WSP, may terminate a recipient's Internship if the recipient does not maintain a part-time or full-time study load or a grade point average of 4 each semester.

The Internship recipient who does not maintain a grade point average of 4 may be considered for continuation of Internship if they can demonstrate a strong desire to continue their academic program and adhere to the recommended course of action as suggested by Oodgeroo Unit, QUT. The Internship recipient should apply in writing to the Internship panel to request continuation of their Internship. Student support, including mentoring, is provided and the Internship recipient will be encouraged to apply for specialised academic extension—*Keystones of Success: Supporting our future leaders*.

If the Internship recipient wishes to change their academic program, they should advise the Internship panel in writing and seek approval to continue their Internship support.

Tax and other benefits/implications

Internship payments will contribute to recipient's taxable income and may also impact entitlement to Commonwealth benefits such as ABSTUDY.

The Internship applicants and/or recipients are encouraged to contact Centrelink, the Australian Taxation Office (ATO) and/or their taxation agent to obtain advice about the implications of the Internship payments on current earnings and benefits.

Information about taxation is also available from the ATO website at: <https://www.ato.gov.au/individuals/income-and-deductions/income-you-must-declare/employment-income/>

Application process

Applicants are encouraged to apply by completing the 2018-2019 WSP Sustainability Internship Program application form. This includes a written submission in response to a number of application questions:

- What do you believe are the 3 most urgent sustainable development issues facing our cities today? How do you think sustainability professionals can address some of these issues through the design of our buildings, precincts and transport networks? [500-1000 words]
- What are some of the projects that WSP have worked on that inspire you the most and why? With these projects in mind, what type of projects and tasks do you hope to work on during your time with WSP? [250-500 words]
- Please tell us a little more about yourself, including your career aspirations, community involvement, and personal interests and hobbies. [250-500 words]

Other documents

Applicants should attach documentary evidence of additional material that they believe will support their Internship application. These should include:

- Academic Transcripts (from QUT)
- Certified copy of documentation supporting Aboriginal and/or Torres Strait Islander heritage

- A current resume/curriculum vitae

Submitting the application

Applications must be submitted to the Oodgeroo Unit, QUT by Friday 21 September 2018.

Applicants are required to electronically submit all supporting documentation via email to: information.oodgeroo@qut.edu.au

All required documentation is to be provided by the closing time and date. Any incomplete or late applications may not be considered.

WSP Sustainability Internship Selection Criteria

- Aboriginal and/or Torres Strait Islander heritage
- Currently in 2nd, 3rd or penultimate year of a Bachelor of Engineering, Bachelor of Information Technology, Bachelor of Science or Masters at QUT.
- Are a permanent resident of Australia
- Demonstrate good communication and interpersonal skills
- Dynamic team player with an innovative approach to work and life
- Have motivation for continuous learning and development

Internship offers

Once the selection process is complete, all applicants will be notified in writing of the outcome of their application. Successful applicants will be called prior to receiving formal written notification.

Successful offers

Successful applicants will receive an employment contract with WSP. Acceptance of offers cannot be deferred. Should all available Internships be offered, applicants who meet merit but were not successful in the first round of offers may be placed on a reserve list. In the event that a selected applicant declines an Internship offer, an offer may be subsequently made to an applicant on the reserve list.

Internship conditions

The Internship recipient will need to enter into a binding agreement with the Oodgeroo Unit, QUT which specifies the conditions of the Internship. These conditions will require the recipient to:

- maintain a 4 grade point average
- submit results and confirmation of continued enrolment promptly at the end of each semester
- maintain active communication with the Oodgeroo Unit, QUT at all times
- attend the official Internship Induction program
- give consent to photographs being taken for the purposes of promotional activities including media, webpage/s by the Oodgeroo Unit, QUT and WSP.
- When the agreement has been signed by both parties, a copy will be returned for the Internship recipient's records.

Detailed information about the Internship conditions will be provided to successful applicants. The recipient of an Internship will need to consent to QUT providing WSP with certain personal information about the recipient in relation to the Internship, for example, the recipient's name and image, email address, telephone number, course details, grade point average.

Internship recipient

In addition to fulfilling their study program, the Internship recipient should note that their responsibilities include:

- notifying the Oodgeroo Unit, QUT immediately of any change in enrolment status, unsuccessful completion of a semester, deferral or withdrawal from a course or study program
- providing feedback to the Oodgeroo Unit, QUT if requested.

Oodgeroo Unit, QUT

The Oodgeroo Unit, QUT is responsible for the leadership and management of the *WSP Sustainability Internship Program*, monitoring progress and reporting outcomes. The Oodgeroo Unit, QUT's responsibilities include:

- administering the application and selection process
- providing a point of contact and service for the Internship recipient during the Internship period, and liaising with the Internship recipient in a responsive and professional manner
- respecting the privacy of Internship recipients' information and using personal information appropriately
- collecting data in order to evaluate and report on the program.

Key dates

3 September 2018 Internship applications open

12 October 2018 Internship applications close

15-26 October 2018 Shortlisting and interviewing of candidates

31 October 2018 Internship offers made

19 November 2018 to 22 February 2019 Internship period

22 December 2018 to 7 January 2019 Christmas break / business shut down period

Privacy

The Oodgeroo Unit, QUT collects personal information from the applicant to assess the Internship application and for other University purposes upon enrolment. Information explaining how QUT manages students' personal information can be found at www.governance.qut.edu.au/compliance/privacy

Contact details

Should you require further assistance or information regarding the *WSP Sustainability Internship*, please contact:

Professor Anita Lee Hong

Director – Oodgeroo Unit
Queensland University of Technology
Phone (07) 3138 2054
Email: anita.lee hong@qut.edu.au

WSP Sustainability Internship: Application checklist

The following documentation is required to support your completed online *WSP Sustainability Internship* application form.

- academic transcript (Please attach a copy of your academic record from QUT Virtual)
- certified copy of documentation supporting Aboriginal and/or Torres Strait Islander heritage
- a resume/curriculum vitae

To submit your application

Complete the online *WSP Sustainability Internship* application form.

Email all supporting documents as listed above information.oodgeroo@qut.edu.au by the closing date.

APPLICATIONS CLOSE FRIDAY 12 October 2018