INTERNSHIP ROLE PROFILE

GENERAL DETAILS	
Role Title	Human Resources Intern
Department	Human Capital
Reports to (manager)	Iain Howse
Location	Glencore Maidenhead, 1 Bell Street, Maidenhead, SL6 1BU
Date	Flexible start date from June-September for 8 weeks

PURPOSE

Glencore's Capital Projects Group (CPG) in Maidenhead is seeking a motivated intern with a background in Human Resources and a demonstrated ability in data analytics.

The successful candidate will gain valuable, hands-on experience, contributing to key HR functions and analytics-driven decision-making within a dynamic global environment.

TYPICAL TASKS

- Support HR processes including workforce planning, headcount reporting, recruitment, onboarding, and talent management initiatives.
- Assist in collecting, analysing, and interpreting HR data to generate actionable insights and reporting.
- Utilise Microsoft Excel and other analytics tools to compile, visualise, and communicate HR analytics clearly and effectively.
- Develop impactful presentations and communications using Microsoft PowerPoint to present insights to senior management and stakeholders.
- Collaborate cross-functionally with teams within CPG to enhance HR initiatives through data-driven solutions.

ESSENTIAL REQUIREMENTS

Application/Energy	**Essential:** • Excellent communication skills with ability to articulate clearly. • Be committed to a high standard of health and safety. • Highly self-motivated. • Professional work ethic and behaviour. • Consistent positive and problem-solving attitude. • Dedication towards creating a safe working environment. • Team player in a diverse and inclusive environment.

Knowledge	**Essential:** Degree in Human Resources and experience in data analytics applications.
Technical Skills	**Essential:** • Experience with analytics software. • Intermediate or advanced proficiency in Microsoft applications, specifically Excel and PowerPoint. ○ Ability to create visually compelling presentations. • Application experience with data visualisation tools (Power BI, Tableau). **Desirable:** • Familiarity with HR information systems (HRIS)

ABOUT GLENCORE

About Glencore: We are one of the world's largest globally diversified natural resource companies. Through the scale and diversity of our industrial and marketing businesses, we responsibly supply the commodities that are fundamental to the building blocks of life.

About the Capital Projects Group (CPG): The Capital Projects Group exists to identify, develop, and execute large and complex industrial projects across the world. We play a vital role in delivering strategic, high-impact initiatives globally, helping to shape the future of our operations.