

Postgraduate Internship/Project

Sample Position Descriptions/Projects



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Foreword

Enhance graduate employability through Work Integrated Learning (WIL). Below are just some of the areas where enthusiastic and talented students can assist your business through Professional Internships.

Feel free to use/modify one of these or create a new role to suit the needs of your business.

Economics

- Economic research and market analysis
- International trade and banking
- Developing business projects and project evaluation
- Policy development
- Economic forecasting and modelling
- Data analysis and management
- Regional economic growth
- Environmental research projects and sustainable resource management
- Policy implications on Indigenous communities

Sample Role #1

As a Research Economist you will work on a range of a projects in areas such as economic impact assessment, planning and infrastructure, economic profiling, economic development and forecasting and data analysis.

Primary role will be the provision of accurate and informative data, analysis and reporting to support a broad range of consulting projects. Responsibilities may also include research, analysis, data maintenance, project assistance and consulting, client management and administration. The internship may include the opportunity to contribute towards broader project works which typically include project tendering, economic impact assessments, costs benefit analysis, feasibility studies and economic profiling.

Sample Role #2

Assisting in key areas of economic and social impact assessment, cost benefit and triple bottom line analysis, financial feasibility appraisal and cost recovery pricing; Government economic appraisal work.

Finance

- Public accounting practice (business services, taxation, auditing)
- Tax returns and BAS
- Financial statements
- Data analysis and accounting software
- Financial analysis and modelling
- Fund-raising analysis and strategies
- Risk analysis and modelling
- Banking and consumer credit analysis
- Small and medium business credit analysis
- Financial services user analysis
- Environmental accounting and finance
- Insolvency and recovery
- Financial regulations and policy development
- Operational efficiencies and cost management
- Performance management and control
- Portfolio and funds management
- Business strategy modelling
- Digital transformation and fintech in banking and other financial services
- Project evaluation (capital budgeting)
- Business advisory, risk and governance

Sample Role #1

Assist with the conversion of business/client portal registration and information to electronic database;

Assist with preparation of annual financial accounts for senior accountants;

Assist with preparation of BAS for lodgement;

Assist with maintenance of electronic filing system.

Sample Role #2

Procurement planning - identifying areas for where savings in procurement can occur;
Analysing historical financial spend and determining the behaviours driving the spend;
Producing financial and written reports;
Reviewing, monitoring and reporting on supplier performance and Key Performance Indicators;
Processing purchase orders and requisitions in the finance system;
Applying procurement policies and procedures;
Tracking of financial savings and benefits related to procurement;
Monitor and action open and old purchase orders;
Identifying best practice procurement models operating within other organisations;
Assist to review the procurement manual;
Collating information to report on procurement spend to the State Government;
Identifying solutions to issues raised by staff;
Working with suppliers to implement improvements and initiatives.

Sample Role #3

Assist with order management using designated processes (receiving, fulfilling, distribution, recording, tracking etc.)
Maintain and update inventory records and identify discrepancies
Identify best practice models operating within similar organisations
Review, monitor and report on Key Performance Indicators
Review current inventory management procedures and quality control techniques and work with management to implement improvements and initiatives

Sample Role #4

Learning how to use the accounting software used in the practice;
Processing client records to prepare annual financial statements;
Preparation of income tax returns for individuals and other entities;
Assist with the preparation and analysis of various tax-related projects, such as accounting method changes, process improvements and automation;
Perform research and learn to interpret tax laws and/or tax accounting rules and regulations applicable to new businesses, transactions, or new items;
Contact clients to follow up queries relating to their accounting or tax work.

Sample Role #5

Analysing historical financial spend and determining annual trends;
Planning - identifying areas for where savings in procurement have occurred;
Producing financial / written reports; reviewing, monitoring / reporting on performance and cost results indicators;
Collating information to report on historical changes and short-term improvements - identifying solutions;
Profit and Loss - map annual, monthly and daily trends;
Budget preparation and monitoring against actuals;
Researching government grant policies and product;
Undertaking general administrative duties;
Assist with the preparation and analysis of expense reports, recording data and building graphical results, process improvements and automation;
Perform research and learn to interpret RnD and other tax incentives, grants, and products available to assist businesses/industry that meet the regulations applicable to each business.

Sample Role #6

Researching insurance policies and products;

Renewing or amending existing policies for clients;

Undertaking general administrative duties;

Research and review available insurance products, comparing features, level of cover and price to ensure clients are given the best and most appropriate offer;

Assisting in renewal terms, rebooking exercises, client registers & other necessary documentation;

Prepare reports for insurance underwriters.

Sample Role #7 – Management Accounting (Internal Control Review)

Organisational structure, segregation of duties and responsibilities;

Authorisation and approval process;

Performance monitoring and control procedures;

Financial reporting and independent audit function;

Compliance and risk management;

Share findings and concerns and suggest improvements to existing policies and procedures to improve effectiveness and efficiency and ensure compliance with applicable laws and regulations.

Human Resources

- Review and develop position descriptions
- Review workplace legislation documents
- Review and develop HR policies and procedures
- Review recruitment, selection and orientation processes
- Review performance management policies, procedures and practices
- Develop and implement training programs
- Review industrial relations management processes
- Review WHS information, documentation and processes, including legislative requirements
- Work on HR consultancy projects, including conducting of research, analysis of data, writing of reports
- Work with HRIS, e.g. setting up of templates, collation of information/data

Sample Role #1

As a HR Officer you will work on a range of projects in areas such as reviewing:

Performance management policies, procedures, and practices;

Recruitment, selection and orientation processes;

HR policies and procedures;

Work cover/Rehabilitation Management Framework;

Position descriptions.

As part of the Project Team you will develop:

Templates;

Tool Kits;

and conduct research and analysis of data.

Sample Role #2

Review effectiveness of job allocation based on staff resources and availability;

Assist in developing tools which identify, document and capture skills, training needs and role specific operational training requirements for employees.

Sample Role #3

Intern will work in collaboration with the HR Management to review and rework current HR processes from identification of need to recruit through to the on-boarding and induction of recruits, as a basis for the introduction of a cloud based automated HR management system.

Processes to be drafted include:

Approval to recruit process from initial business case for CEO consideration (vacancy, restructure, resignation- review need for position and function review process);

Process and documentation for recruitment panel selection, planning and preparing for advert to market;

Process and documentation for interview process through to final candidate selection and offer;

Process and documentation for on-boarding of newly selected employee;

Process and documentation for Induction of newly selected employee.

The Intern will assist the current HR team in developing the structure for the above processes and drafting a project plan for implementing the HR software.

Sample Role #4

Review staff rosters, skill sets and workflow effectiveness;

Analyse staff rostering patterns and assess if scheduling of services is logistically sound, efficient and represents effective use of staffing resources;

Review and critique workflow designs against Project Management concepts;

Identify performance improvements and offer recommendations;

Assist in developing tools which identify, document and capture skills, training needs and role specific operational training requirements for employees.

Outcome: The tools developed will be used to enable informed decisions regarding training gaps, skills gaps and succession planning.

Sample Role #5

Review and revise current HR policies, procedures and strategies (including WHS) with a view to ensuring they adhere to relevant government legislative requirements;

Assist in HR consultancy projects, i.e. implementation of HR software for clients;

Assist HR team/consultants with managing current HR projects and day-today operations of the business.

Sample Role #6

Work with HRIS (WageEasy), e.g. setting up of templates and collation of information/data;

Work on HR consultancy projects, particularly focused around reward and recognition and employee engagement. This would include the conduct of research, analysis of data and assisting with report writing.

Sample Role #7

Assist with our project which aims to harness skills and develop business processes, procedures, templates and framework for the business. Intern will be required to firstly identify the needs of the business and then develop and implement solutions in the form of streamlined processes and procedures.

Output: develop a formatted template for Staff to utilise in fleshing out procedures/processes to improve business efficiency and meeting strategic goals, using a number of analytical tools designed for business analysis such as PESTLE, SWOT, MOST, CATWOE; as well as staff/team interviews.

Management

- Strategic planning
- Corporate governance
- Review and develop management policies and procedures
- Business systems support
- Market research and risk analysis
- Business data analysis and interpretation
- Logistics management

Sample Role #1

Gathering and analysing company data, such as revenue, expenditure, and employment reports;
Determining how to lower company overheads, such as supply expenses, financial expenditures, and staffing;
Recommending new systems, practices, and organizational changes to be implemented.

Sample Role #2

Assist with order management using designated processes (receiving, fulfilling, distribution, recording, tracking etc.);
Maintain and update inventory records and identify discrepancies;
Identify best practice models operating within similar organisations;
Review, monitor and report on Key Performance Indicators;
Review current inventory management procedures and quality control techniques and work with management to implement improvements and initiatives.

Marketing

- Social media strategies and analytics
- Conduct market research and compile and analyse research results
- New and existing product performance research
- Customer satisfaction benchmarking and competitor analysis
- Review/update/develop marketing plans
- Assist in coordinating direct and indirect marketing activities
- Establish a market information system to track change in a specific area
- Build and/or extend a customer database (customer relationship management)
- Research promotional activities
- Review website and promotional collateral (brochures etc.) and make recommendations
- Develop specific promotional tools; branding and marketing strategies
- Develop a marketing plan for a new or existing product/service Review performance against marketing objectives
- Conduct an analysis of key performance criteria and map against objectives/targets
- Determine current market share and key marketing areas/target markets
- Analyse market potential for a product/service and review firm's current market share/potential
- Social marketing and not-for-profit marketing
- Review communication strategies and effectiveness in achieving outcomes
- Develop a promotional campaign to achieve a specific outcome

Sample Role #1

Creating a social media strategy and standard methodologies for targeting audience;
Manage and oversee social media content for multiple social media platforms;
Creating, developing, and maintaining the content and pages associated in Facebook, LinkedIn Platforms;
Create social media content to increase followers and presence by building a brand using social media;
Build a social media calendar of events/postings and reviewing with communications manager before scheduling out;
Develop a content library of materials and monitor SEO, user engagement and suggest content optimisation;
Measure the success of social media campaigns using Google, Bit.ly, and other tracking tools;

Work with the marketing team on newsletters, promotional materials, and reports as needed.

Sample Role #2

Develop marketing campaigns to promote our services and ideas;
Conduct market analysis and compile and analyse research results;
Assist in coordinating direct and indirect marketing activities; communicate with and research target audiences; source advertising opportunities, local and regional;
Liaising with colleagues, suppliers and partner organisations;
Manage the production of marketing materials, including leaflets, posters, etc. and arrange effective distribution;
Manage budgets; contribute to marketing effectiveness by identifying short-term and long-range issues that must be addressed;
Provide information and recommend options and courses of action;
Research promotional activities and make recommendations;
Evaluate current market share and key marketing areas/target markets in the aim of realistically and achievably improving customer interest and satisfaction

Sample Role #3 (Marketing and Social Media)

Create and implement a social media marketing strategy;
Develop brand awareness, generate inbound traffic and cultivate leads and sales;
Set clear objectives and make the platform profiles look amazing;
Create content strategy; create promotion strategy; create engagement strategy; create conversion strategy;
Measure and analyse to establish ROI.

Sample Role #4

Assess current marketing strategies and use of marketing medium (Facebook, print etc);
Recommend types of medium to be utilised - provide pro/cons for each medium (4-6 different types);
Investigate design of a Membership Card, including costing/supply - develop three designs for review by the Board;
Develop a Marketing Plan and present to the Board, including:
What tools we currently utilise and how; who manages programs/tools;
Marketing budget, including training; promotions e.g. seasonal - proposed schedule - time line;
monthly programs/specials - review and map out how this should be done, and recommend improvements to current process;
Implement approved recommendations;
Suggest process for reviewing Marketing Plan and how to measure effectiveness/ROI.

Sample Role #5

Conduct research on product packaging/design;
Undertake market research on sustainable/environmentally friendly packaging solutions;
Prepare a short-list of potential suppliers including cost estimates based on minimum order quantities;
Request samples of packaging products from supplier firms;
Recommend preferred options based on review of product functionality and marketing requirements;
Conduct customer surveys: using a template survey form (online form) conduct face-to-face and email-based surveys of business customers;
Develop a social media-based campaign to promote survey uptake from online customers;
Analyse survey data and report on findings;
Conduct a competitor analysis: conduct a desktop and field-based competitor analysis;
Analyse and prepare SWOT analysis;
Make other recommendations for improving business competitive advantage.



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