

POSITION DESCRIPTION

Title:	Business Capability Intern	Location:	Brisbane
Reports To:	Business Capability Manager	Salary Level:	NA
Prepared By:	Samantha Reichmann	Date:	ASAP

Basis of Internship: 2 days per week for 6 weeks

PRIMARY OBJECTIVE:

Undertake a range of research tasks, including report development.

PRIMARY DUTIES & RESPONSIBILITIES:

- Undertake research related to tourism industry sectors including;
 - Data Collection / Entry
 - Data analysis
 - Forecasting
 - Recommendations

Essential Job Specific Capability:

- Strong knowledge of excel
- Ability to collect and analyse quantitative data
- Ability to collect and analyse qualitative data
- Demonstrated experience developing reports to an industry standard

Desirable expertise:

- Understanding of the tourism (hospitality) industry.

SKILLS, KNOWLEDGE AND PERFORMANCE AREAS:

Business Ability

- Demonstrates accuracy in all work.
- Provides reliable and consistent quality of work
- Demonstrates sound ability to prioritise and manage workload
- Is committed to continuous improvement
- Ability to use business technology to undertake duties
- Well developed written and communication skills

Self Leadership/Management:

- Understands the goals and directions of QTIC
- Establishes goals in line with corporate objectives
- Seeks and takes opportunities to develop personal and professional skills, knowledge and attributes to achieve performance expectations

- Well developed organisational skills, time management skills and ability to meet deadlines

Team Orientation

- Works cooperatively and proactively
- Understands team roles and expectations
- Identifies and works towards team roles

Relationship & Service

- Able to complete projects successfully and timely
 - Deals with external information requests
 - Ability to maintain confidentiality
 - Communicates effectively with external clients
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