LA TROBE UNIVERSITY

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	LTU Student Administration
Placement Title	Reporting Analyst
Placement Location	Hybrid
Address (if onsite)	**1 Kingsbury Drive, Bundoora, VIC 3083**
Primary Supervisor Name	**Jacinta Heagerty**
Position Title	**Manager, Business Optimisation**
Host Organisation Website	https://www.latrobe.edu.au/

Host Organisation Background:

The Student Administration Division provides a broad range of services to a diverse community of students, staff and visitors of the University. The division supports students through the entire student lifecycle, from application to graduation.

Our mission is to provide access to the life- changing opportunities that higher education offers, and continue to attract students from all walks of life, while consistently delivering an outstanding student experience.

The Student Administration Division has a strong collaborative framework and consists of the following functions:

- Admissions
- Student Administration Support for Academic Divisions
- Systems Support
- Business Optimisation
- Scholarships

Placement Details

Placement Semester/Term	Semester 2
Start Date	29/07/2024
End Date	25/10/2024
Days/hours per week	
Hours (total)	100
Placement Type	Unpaid

The host and successful student will have an opportunity to negotiate placement start and end dates, as well as days of the week that align to the Term or Semester dates that the student is enrolled in prior to commencing the placement.

Desired Course Discipline/Background

Preferred degree/areas of study:
- Studying Bachelor's degree in a related field such as Business, Finance, Project Management, Data Analytics, etc.

Key Duties and Responsibilities
- Collect and analyze data to develop insights and recommendations for business decisions.
- Create and maintain reports and dashboards to track key performance indicators (KPIs) and identify trends.
- Collaborate with cross-functional teams to understand business needs and requirements for reporting and analysis.
- Develop and implement data quality checks to ensure accuracy and consistency of data.
- Identify opportunities for process improvement and automation to increase efficiency and effectiveness of reporting.
- Communicate findings and insights to stakeholders through presentations and written reports.

- Stay up-to-date with industry trends and best practices in reporting and analytics.

Selection Criteria
- Strong interests in data analysis, reporting, or business intelligence
- Advanced proficiency in Microsoft Excel with PowerQuery and SQL skills desirable.
- Basic knowledge of database design principles
- Ability to work with large datasets and analyze complex data
- Strong attention to detail and accuracy
- Excellent communication and presentation skills
- Ability to work independently in fast-paced, deadline-driven environment
- Experience in engaging with stakeholders
- Experience with advanced Microsoft tools, e.g. PowerAutomate or PowerBI is desirable

Pre-Placement Compliance Checks & Requirements

☐ Police Check

☒ Working With Children Check (WWCC)

☐ Other (Please Specify)

☐ None

Work Based Learning (WBL) – Subject Information and Requirements

Subject Code	LTU3IND
Subject Information	
Subject Prerequisites	• Completed 120 credit points of your degree • Have 1 elective space in your course plan

How to Apply

Application Deadline: 22 May 2024

Application Instructions:

Please provide:

- CV/Resume
- Cover letter. Please address why you are interested in this placement opportunity.
- Apply through the following link: Industry Placement Application Form, Careers and Opportunities, La Trobe University

For help with your cover letter and resume - Resumes and job applications, Careers and Opportunities, LTU

Thank you for considering a Work Based Learning Placement!