Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	LTU Capability and Culture
Placement Title	Capability & Culture Intern
Placement Location	Onsite
Address (if onsite)	Plenty Rd & Kingsbury Dr, Bundoora VIC 3086
Primary Supervisor Name	Alice Gibson
Position Title	Manager, Equity, Diversity & Inclusion
Host Organisation Website	www.latrobe.edu.au

Host Organisation Background:

We work within the Capability & Culture team within Human Resources at La Trobe University.

The Capability and Culture department is a strategic function focused on improving La Trobe's leadership, capability and employee experience through the alignment of strategy, people, performance, and culture. The department is focused on setting People strategies and developing frameworks at a University-wide level as well as uplifting capability of senior leaders.

La Trobe's Equity, Diversity, and Inclusion (EDI) Team, located within Capability and Culture, strives to enable a safe, positive, respectful, and inclusive culture in which our staff have a positive employee experience and equitable opportunity.

The EDI Team designs, delivers and partners on strategic programs of work that build staff and organisational EDI capability, enable inclusive practices across the employee lifecycle, and govern the university's EDI commitments, action plans and committees.

Placement Details

Placement Semester/Term	Term 2 and Term 3 2025
Start Date	3 March 2025
End Date	30 May 2025
Days/hours per week	To be negotiated with successful candidate
Hours (total)	200 hours
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: Business, social science, health science

Key Duties and Responsibilities

Students on placement with the Equity, Diversity, and Inclusion (EDI) Team will be able to work on and support a range of enterprise-wide, strategically focused projects.

The projects detailed below may be of interest to students who wish to learn more about:
- EDI Strategies and frameworks
- Stakeholder engagement
- Data collection and analysis
- Communicating for a broad audience

These may include, but not be limited to:

1. Equity, Diversity and Inclusion Strategy and Framework

The EDI Strategy and Framework will establish the vision, strategic priorities, and success measures for advancing equity, diversity, and inclusion (EDI) at La Trobe. It aims to enhance inclusivity, capability, and reputation while contributing to the university's overall success by fostering an equitable learning and working environment.

Students may be involved in supporting a communication and launch plan for the project or implementation planning.

2. Implementation of La Trobe's refreshed Equity, Diversity and Inclusion Governance Structure

La Trobe's EDI Governance Structure comprises an overarching committee of senior leaders, student representatives and advisory group chairs. It also consists of four advisory groups: including gender equity, cultural and linguistic diversity, LGBTQIA+ inclusion and disability advisory groups. The Equity, Diversity, and Inclusion Committee recently accepted recommendations to improve La Trobe's EDI governance structure. This involves strengthening the terms of reference for both the committee and the four advisory groups and setting up staff networks, such as a Pride Network for staff.

Students may be involved in supporting the establishment of staff networks or in setting up communication pathways to staff to uplift the visibility of EDI programs of work.

3. Refresh of intranet layout and pages

The EDI Team is currently refreshing the layout and pages for the intranet pages we are responsible for. To ensure that staff are able to find the information or support they need, we are changing the layout and content of the pages.

After training, students may be involved in developing a small project plan and timelines, reviewing and updating page content.

Selection Criteria

Essential:
- An interest in equity, diversity and inclusion as it relates to people's experience at work.
- An interest in how projects and systems can improve people's experience at work.

Desired:
- An interest in project planning, developing timelines and documentation to track a project
- An interest in working autonomously whilst seeking advice and support from team members.

Pre-Placement Compliance Checks & Requirements
☐ Police Check
☒ Working With Children Check (WWCC)
☒ Student Placement Deed
☐ None

Work Based Learning (WBL) – Subject Information and Requirements	
Subject Code	2 of the Professional Placement subjects, likely LTU2PP1 and LTU2PP2
Subject Information	Industry Placement Minor
Subject Prerequisites	• Completed 120 credit points of your degree • Have 2 elective spaces in your course plan

How to Apply

Application Deadline: 3 November 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!