

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	Darebin City Council
Placement Title	Aboriginal Affairs Student Placement
Placements being offered	1
Placement Location:	
<input checked="" type="checkbox"/> On-site <input type="checkbox"/> Remote <input type="checkbox"/> Hybrid	
Address (if onsite)	274 Gower Street, Preston
Primary Supervisor Name	Connie Caligiuri
Position Title	Volunteer Programs Officer
Host Organisation Website	www.darebin.vic.gov.au
Host Organisation Background: <p>Darebin City Council Local government is responsible for administering and managing the affairs of the neighborhoods within the City of Darebin geographic area (Reservoir, Preston, parts of Bundoora & MCloud, Thornbury, Northcote Alphington/Fairfield. Local Government provides public services, enforce laws and regulations, and address the needs of the local community though various functions. We have elected officials and are overseen by the State Government.</p> <p>Darebin looks after and supports a range of local services such as Waste collection, Roads and footpath, Parks and Garden, Maternal and Child Health Services, Youth Services, Leisure Centres, Arts and Culture, Libraries and many more. Our Council Plan describes the work we undertake to work towards achieving our Community Vision.</p>	

Placement Details

Placement Semester/Term	Semester 1 2025
Start Date	3 March 2025
End Date	30 May 2025
Days/hours per week	1-2 days a week = approx. 10 hours a week
Hours (total)	100 hours
Placement Type	Unpaid
<p><i>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.</i></p>	
Desired Course Discipline/Background <p>This placement is suitable for an Indigenous student or could also be a student majoring in indigenous studies.</p>	

Key Duties and Responsibilities

As part of the Aboriginal Affairs Portfolio the successful candidate would assist by:

- Working with Customer Service to create an effective customer service system for Aboriginal queries. This would involve interviewing customer service officers to understand the general nature of queries and then working to create a system where queries get effectively answered.
- The student would be involved with a 'culture shift' in the way Aboriginal queries are handled at Darebin City Council and would be looking at ways of reducing cultural load on existing Aboriginal and/or Torres Strait Islander staff.
- Updating the Aboriginal Darebin content on the website.
- Updating Knowledge Hub (System customer service officers use to answer queries).

Selection Criteria

Essential:

- Demonstrated ability to work as a team and independently.
- Good verbal communication skills.
- Expertise in computer software programs including Word, Excel, PowerPoint.

Desired:

- An understanding of cultural/colonial load.
- Experience with conducting a research project.
- Knowledge of the Aboriginal community/demographics of Darebin.

Pre-Placement Compliance Checks & Requirements

- Police Check
- Working With Children Check (WWCC)
- Other - Vaccination certificate (2 doses)
- None

Work Based Learning (WBL) – Subject Information and Requirements

Subject Code	LTU3IND
Subject Information	LTU3IND Handbook
Subject Prerequisites	<ul style="list-style-type: none">• Completed 120 credit points of your degree• Have 1 elective space in your course plan

How to Apply

Application Cut Off Date:

Application cutoff date 3 November 2024

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!