

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	Darebin City Council
Placement Title	Information Management Officer
Placement Location	Onsite
Address (if onsite)	274 Gower Street, Preston, VIC
Primary Supervisor Name	Lidia Martin
Position Title	Coordinator Corporate Information
Host Organisation Website	www.darebin.vic.gov.au

Host Organisation Background:

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 through various functions. We have elected officials and are overseen by the State Government.

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.

Placement Details

Placement Semester/Term	Term 1 2025
Start Date	06 January 2025
End Date	14 February 2025
Days/hours per week	
Hours (total)	100 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:

Bachelor of Business, Administration, Information Management

Key Duties and Responsibilities

As part of the Corporate Information team, perform daily processes and task as noted below (but not limited to):

- Opening, sorting and processing of all incoming mail

Scanning, classifying and registration of all inwards correspondence, emails and facsimiles into Council's electronic document and records management system, and forwarding on to appropriate Action Officers

Recording all incoming cheques, money orders and cash and forward onto the Customer Service in preparation for banking

- Provide a helpdesk support function to assist users in the use of Council's electronic document and records management system, including guidance on folder structures, document naming standards and system functions and features
 - Assist staff with search and retrieval of electronic documents and other corporate information
- Support and embrace ongoing efforts towards Council's digital transformation strategy
- Processing of all archive files and box retrievals from Council's Offsite Storage Provider and assign them to the requesting Council Officers

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:

- Ability to plan, organise and complete work assignments on time with minimal supervision and to work cooperatively within a team
- Attention to detail in data entry
- Demonstrated ability to retain personal and sensitive information at the highest level of confidentiality

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	1 of the Professional Placement subjects (e.g., LTU2PP1)
Subject Information	
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 Deadline: 25 September 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!