

## Work Based Learning (WBL) Placement Description

### Host Details

<b>Host Organisation</b>	Darebin City Council
<b>Placement Title</b>	Aboriginal Affairs Student Placement
<b>Number of Placements being offered</b>	1
<b>Placement Location:</b> <input type="checkbox"/> Remote <input type="checkbox"/> Onsite <input checked="" type="checkbox"/> Hybrid	
<b>Address (if onsite)</b>	274 Gower Street, Preston VIC 3072
<b>Primary Supervisor Name</b>	Uncle Stuart McFarlane
<b>Position Title</b>	Senior Aboriginal Partnerships Officer
<b>Host Organisation Website</b>	<a href="http://www.darebin.vic.gov.au">www.darebin.vic.gov.au</a>
<b>Host Organisation Background:</b> <p>Darebin City Council Local government is responsible for administering and managing the affairs of the neighbourhoods within the City of Darebin geographic area (Reservoir, Preston, parts of Bundoora &amp; 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

<b>Placement Semester/Term</b>	Semester 2
<b>Start Date</b>	26 July 2025
<b>End Date</b>	25 October 2025
<b>Days/hours per week</b>	1 – 2 days per week (approx. 10 hours per week)
<b>Hours (total)</b>	100 hours
<b>Placement Type</b>	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>	
<b>Key Duties and Responsibilities</b> <p>As part of the Aboriginal Affairs Portfolio the successful candidate would assist by:</p>	

- 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 and desirable skills, abilities, qualifications, or experience to be successful in the placement*

### Desired Course Discipline/Background

This placement is suitable for an Indigenous student or could also be a student majoring in indigenous studies.

### 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

- ☒ Child Safe Standards Training (TSSD)
- ☒ Student Placement Deed
- ☐ Police Check
- ☒ Working With Children Check (WWCC)
- ☐ Other

### Work Based Learning (WBL) – Subject Information and Requirements

<b>Subject Code</b>	LTU3IND
<b>Subject Information</b>	<a href="#">LTU3IND Handbook</a>
<b>Subject Prerequisites</b>	Completed 120 credit points of your degree Have 1 free elective space in your course plan

### How to Apply

**Application Cut Off Date:** Monday the 14<sup>th</sup> of April 2025

When you are ready to apply for this placement opportunity, visit the [How to Apply](#) page and refer to Step 1 and Step 2c.

Once you have submitted an application, you will receive a confirmation email. If you are successful in moving to the next stage, you will be notified via email. Please ensure you check your La Trobe email daily for updates regarding the selection process

*Thank you for considering a Work Based Learning Placement!*