

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	Banyule City Council
Placement Title	Internal Communications Student
Placement Location	On-site
Address (if onsite)	<p>This position will move between 2 Council sites to work with a range of teams: Parks and Gardens Service Centre, 268-270 Banksia St, Ivanhoe. The Parks and Gardens Service Centre is close to regular bus services and has parking onsite.</p> <p>1 Flintoff St, Greensborough Banyule City Council's corporate office is a short walk from Greensborough Railway Station via Flintoff St. The railway station is on the Hurstbridge line which runs from Melbourne's CBD to Hurstbridge. There are many regular train and bus services to get you to or from work including express services in peak times that get you there fast.</p>
Primary Supervisor Name	Stacey Eason
Position Title	Parks Presentation Coordinator
Host Organisation Website	https://www.banyule.vic.gov.au/Home

Host Organisation Background:

Banyule City Council (Council) is a local government area in the North-Eastern Suburbs of Melbourne. Council recently developed a [Workplace Pathways Program](#), co-designed with students to ensure participants are provided with meaningful work, coaching, mentoring and community connections.

The Parks & Natural Environment department is responsible for the care and development of over 200 parks and reserves 50 sports field, 163 playgrounds, over 75,000 street trees, extensive shared trail networks, as well as plethora of park furniture and assets that enhance the urban landscape and create a more attractive and liveable environment.

The Safety & Wellbeing team sits within the People and Culture department. They are responsible for occupational health and safety (OH&S), workforce wellbeing initiatives, injury management and return to work processes for all Council employees.

The Advocacy, Communication, Engagement & Performance Department is responsible for driving all of Council's public relations, marketing, communications, and promotional activities as well as leading Council's advocacy agenda and delivering best practice community engagement. The Communications team has experts in both internal and external communications.

Placement Details

Placement Semester/Term	Terms 4 and 5, 2024
Start Date	29 July
End Date	25 October
Days/hours per week	2 days per week
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: Media and Communications, Arts, marketing, digital business, digital media or similar discipline

Key Duties and Responsibilities

The successful student will work cross-functionally across 3 departments to plan, film, and edit video content aimed at promoting crucial safety messages for our staff. This role requires the student to work closely with a diverse array of teams, leveraging their creativity and technical expertise to ensure the videos are clear, engaging and meet the standards of Banyule's safety guidelines and communication objectives. This is a great opportunity for students looking to develop their multimedia production skills, make industry connections and gain experience in a range of business areas.

All staff have a responsibility for maintaining accurate records, adhering to Councils values, corporate responsibility, and contributing to Banyule as a great place to work. This occurs via daily practices, the use of software and applications or training/information sessions.

Selection Criteria

Essential:

- MS Office Proficiency (e.g. Teams, Word, Excel)
- Written and verbal communication skills appropriate for the tasks
- Completion of at least 1 year of university study in relevant discipline
- Working collaboratively with a range of staff
- Strong organisational skills with a keen eye for detail
- Ability to work independently and manage workload
- Have a positive and curious mindset, ready to ask questions and willing to give new things a go!

Desired:

- Interest and experience in photography and video content development.
- Experience in using Adobe Creative Suite, particularly InDesign and Premiere Pro.
Understanding of social media and communication

Pre-Placement Compliance Checks & Requirements

- Police Check
 Working With Children Check (WWCC)
 Other: Covid-19 vaccine Certificate
 None

Work Based Learning (WBL) – Subject Information and Requirements

Subject Code	Two of the Professional Placements subjects, likely LTU2PP1 and LTU2PP2
Subject Information	
Subject Prerequisites	<ul style="list-style-type: none">• Completed 120 credit points of your degree• Have 2 elective spaces 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!