Digital Training Intern

Robina Health Precinct

An opportunity exists in the Digital Training Team for two interns. This opportunity will be supervised by Samantha Mills, Senior Training Coordinator.

Background

Gold Coast Health (GCH) is a rapidly growing healthcare service that is dedicated to providing exceptional, patient-centred care of the highest quality. Our three hospitals and numerous community facilities are staffed by a team of passionate and talented individuals who are committed to making a positive impact on the lives of our patients.

For those who are seeking to jumpstart their careers, our non-clinical Learning Experience Academic Placement program (LEAP), offers a unique opportunity to gain invaluable experience in a dynamic and challenging industry. Whether you're just starting out or looking to make a career change, the LEAP program is the perfect opportunity to take your first step towards a rewarding and fulfilling career in healthcare.

If you're ready to make a real difference and gain valuable work experience in the process, apply for a non-clinical internship with Gold Coast Health today!

About the Team

We are the Digital Training Team, within the division of Digital Transformation and Research. Our core role is to deliver training and end-user support to all staffing streams (Medical, Nursing/Midwifery, Allied Health and Administration) on the use of clinical systems including the integrated electronic Medical Record (ieMR).

About the Role/Project

The Digital Training Intern will assist the team across a variety of tasks including:

- Support Trainers with teaching-related activities (e.g. prepare class resources and handouts, manage class sign-in and attendance marking in the Learning Management System (LMS)).

- Assist in the provision of end-user support (e.g. help develop infographics and quick reference guides about clinical systems, identify suitable metadata for guides to aid searchability, assist with email queries including room booking requests).
- Complete a project across the 12 weeks, involving (a) the creation of a training course catalogue for upload to the statewide training portal, and (b) updating of training attendance records on this same online portal.
- Optional tasks depending on student interest: training data analysis, post-training feedback analysis, auditing and organising existing resources for knowledge management, shadowing trainers and observing training delivery.

What we are looking for

The ideal candidate will have strong computer literacy, clear written and verbal communication skills, a collaborative approach, keen attention to detail, and a proactive approach to their work. An interest in education or learning and development would be highly desirable.

Area of Study

While not exclusively limited to, this opportunity would be best suited to students studying:

- Education
- IT – Information Technology, Multimedia, Software Development, Computing/Programming

Requirements and Time Commitment

- Intake 1: 02 March to 22 May 2026.
- 1 day placement per week for 12 weeks.
- Applicants must be currently enrolled at a tertiary institution to be eligible to participate.
- A signed indemnity insurance form from your tertiary institution will be required prior to commencement if successful.

Please note the time commitment may be negotiated to align with semester dates for academic credit where possible.

Accessibility

At Gold Coast Health, we value and celebrate the diversity of our employees and are dedicated to creating a workforce that that reflects the diverse community we serve. Our Diversity and Inclusion team is always available to provide support and guidance to all employees and will promptly facilitate reasonable adjustments upon request.

Enquiries and submission

For more information and to apply please contact your University Work Integrated Learning (WIL) Coordinator or Career Development Team.

Please include the following materials in your application:

- Current resume
- Contact details of 2 referees
- Academic transcript
- Cover letter (no more than 1-2 pages) outlining what you hope to gain from the experience.

Applications close: **Midnight Monday, 05 January 2026**

Please note: Shortlisted candidates will be contacted by a private phone number or via email.