



Gold Coast Health **LEAP** Program

Procurement, Contracts and Data Analysis Intern

Gold Coast University Hospital

An opportunity exists in the Strategic Procurement team for two interns. This opportunity will be supervised by Michelle Messenger, Manager Strategic Procurement.

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 two 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

The Strategic Procurement team provides end to end support across Gold Coast Hospital and Health Service to help maximise the use of resources to enable delivery of the best quality of care to our community. This includes providing expertise and advice to the organisation to achieve best value for money, leveraging State-wide buying power to minimise costs and driving supplier innovation and considering the impact to our local community through our procurement decision making.

The team consists of three key areas: Contract Management, Strategic Procurement and Digital Sourcing.

About the Role/Project

This role will help the team with everyday tasks that support purchasing and data activities. This may include organising and updating procurement documents, collecting and checking

supplier information, keeping track of contracts and orders, entering and reviewing data, and helping to create simple reports or summaries. You'll also have the chance to look at procurement data to spot patterns and learn how data is used to improve processes and decision-making.

Key focus project for the:

Data analysis and reporting

- Analyse business unit spending to identify high-volume purchases and opportunities for supplier consolidation.
- Review supplier offerings and market trends to assess pricing fluctuations, prepare reports outlining financial risk impacts and mitigation strategies.
- Develop dashboards or summary reports to visualise procurement data for management decision-making.

Legal risk and governance

- Collect and evaluate supplier performance data against contractual obligations and KPIs (e.g. delivery times, cost savings, compliance) to identify top-performing and underperforming vendors.
- Review customer contracts and liaise with business units to ensure contracts and specification met business operational needs and organisational objectives.
- Conduct audits of procurement databases to identify missing or inconsistent data and create a short guide or checklist for maintaining data accuracy.

Strategic Support

- Assist in preparing category insights and recommendations for supplier rationalisation and cost optimisation.
- Support governance initiatives by ensuring compliance with procurement policies and legal standards.
- Contribute to continuous improvement projects aimed at enhancing contract management and procurement processes.

What we are looking for

The ideal candidate will be a self-motivated student looking to gain insight into what a career in Procurement and Contract Management would be like. The ideal candidate will need to be proficient with data entry and analysis, possess high attention to detail, strong written and verbal communication and be proactive in their approach to work.

Area of Study

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

- Law
- Procurement and/or contract management
- Data Analysis
- Business - Logistics and Supply Chain, Management/Business, Project Management
- 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 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.