



## Gold Coast Health **LEAP** Program

### Research Administration Assistant (Mental Health)

Gold Coast University Hospital

**An opportunity exists in the Mental Health Specialist Services Innovation, Evaluation and Research (IER) team for one intern. This opportunity will be supervised by Dr Jules Finch, Coordinator (Researcher – Advanced I Clinical Psychologist).**

#### 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

The Innovation, Evaluation and Research (IER) Unit has been established to bring high level expertise, consultation and support to quality improvement (QI) activities, service evaluation and research projects within the Mental Health and Specialist Services (MHSS).

The unit works in close collaboration with MHSS workforce and external stakeholders. The team supports MHSS staff to undertake high-quality research, evaluation and QI activities through providing research governance, compliance, and development opportunities that build research capabilities across the organisation. The IER team embraces and supports high-quality research, evaluation and QI to drive the best possible care for the community.

## About the Role/Project

The LEAP student role is designed to provide hands-on experience in research, evaluation, and governance processes. Students will contribute to meaningful projects while developing practical skills and knowledge to support their career development in health, research, or service improvement.

## Key Responsibilities

### Compliance and Monitoring

- Support administration of audit cycles for project tracking
- Assist with research governance processes
- Contribute to the development of education and training materials

### Research and Evaluation

- Assist with qualitative and quantitative data collection, extraction, and coding
- Support collation and coordination of content for the research resources hub
- Identify and summarise new funding opportunities for inclusion in the IER grants calendar

## Learning Outcomes

By the end of the placement, students will have gained:

- An understanding of research governance and compliance processes within healthcare settings
- Practical experience in data collection, analysis, and resource development
- Insight into quality improvement, evaluation, and research in mental health services
- Skills in project tracking, research administration, and stakeholder engagement

## What we are looking for

We are seeking a motivated and curious student with a genuine interest in research, evaluation, and quality improvement in healthcare. The ideal candidate will bring strong organisational and communication skills, attention to detail, and a willingness to learn new processes and systems. An ability to work both independently and collaboratively as part of a team is essential. While prior research experience is not required, an enthusiasm for developing new skills, engaging with data, and contributing to meaningful projects that improve mental health services will be highly valued.

## Area of Study

This opportunity would be best suited to students studying:

- Post-Grad or PhD in Health, Psychology, Mental Health or a related research/evaluation-focused discipline.
- Data or social sciences who are keen to apply their skills in a healthcare setting.
- Students with research / data management skills.

## 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.