



Gold Coast Health **LEAP** Program

Roster Support Intern (Human Resources)

Gold Coast University Hospital

An opportunity exists in the Rostering Relief Management team for one intern. This opportunity will be supervised by Kate Fitzgerald, Human Resources Advisor.

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

This internship sits within the Roster Support Office Relief Management - Workforce Policy and Performance (WPaP). The team works in conjunction with the Nursing and Midwifery Staffing Unit (NMSU) to staff the Gold Coast Health Relief Management Service. The team rosters Nurses and Midwives.

About the Role/Project

This role will work alongside the Roster Support Officer and the Human Resources Assistant Advisor to support the functions of the Gold Coast Health Relief Management Service. Through this placement the intern will gain real-world experience of the functions involved with ensuring a Health Service has adequate staff working to function safely. The intern will be involved in reviewing required staffing numbers and skill mixes to assist with rostering and booking shifts for permanent, temporary, casual and Agency staff.

The intern will gain knowledge and experience working within Awards in the assistance of clinical administrative functions, including rostering and shift amendment, and allowances directly affecting payroll outcomes.

What we are looking for

The ideal candidate will be someone interested in exploring Human Resources career opportunities within a large organisation, with a special interest in rostering, payroll, Awards. The successful candidate will require excellent attention to detail, data entry and analysis, reporting skills and strong computer literacy (MS Office and ability to learn internal systems). The candidate will need to work as part of a team and will require the ability to communicate effectively both written and verbally.

Area of Study

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

- Business
- Human Resources
- Clinical Administration and rostering

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.