



Gold Coast Health **LEAP** Program

Legal Intern (Privacy and Information)

Gold Coast University Hospital

An opportunity exists in the Right to Information and Privacy team. You'll be supervised by Brianna Jurgeneit, Manager.

About Gold Coast Health

Gold Coast Health is one of Queensland's largest healthcare services. We operate three hospitals and many community facilities, all focused on delivering high-quality, patient-centred care. Our team is passionate about making a positive impact on the lives of our patients and the community.

About the LEAP Program

The Learning Experience Academic Placement (LEAP) program offers non-clinical internships for students who want to:

- Gain real-world experience in healthcare (without needing a clinical background)
- Work on meaningful projects that make a difference
- Explore career pathways in a dynamic and growing industry

About the Team

Right to Information and Privacy (RTIP), situated in Southport is responsible for assessing a person's right to accessing confidential information in accordance with legislative provisions while providing support and advice to both the public and staff on how to access confidential information and medical records held by our Hospital and Health Service.

RTIP manages the requests for information received from patients and third parties in accordance with the relevant legislation (including Hospital and Health Boards Act 2011, Right to Information Act 2009, Information Privacy Act 2009 and QH Policies), and manages the requests for medical records for Patients, Agents representing patients, Insurance companies, Workcover, Health Professionals, the Coroner, Queensland Police Service, Courts and other Third parties.

RTIP also is responsible for managing the administration of the Information Privacy Act. Including responding to privacy complaints, conducting privacy impact assessments and ensuring compliance with the Mandatory Data Breach Scheme.

About the Role/Project

With support from senior team members, you will:

- assist in the coordination of information for requests a variety of legislative provisions
- liaise with applicants, police, and stakeholders to meet legal obligations
- research, interpret, and apply legislation to prepare compliant responses
- maintain accurate databases and ensure deadlines and quality standards are met
- gain an understanding of the GCHHS's privacy framework, and
- review internal and external policy instruments to ensure they are complaint with our legislative obligations.

The Legal Intern will support the team through the collation and organisation of legal and administrative information. This role offers the opportunity to gain practical experience and develop an understanding of privacy and administrative law within a professional legal environment. Working under the guidance of experienced team members, the intern will contribute to ongoing matters while building foundational legal research and analytical skills.

What we are looking for

We're looking for someone who:

- Has strong attention to detail
- Is proactive and can manage their time efficiently
- Able to work collaboratively as part of a team

Area of Study

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

- Law - (Legal Studies, Governance, Risk and Assurance) with an interest in Information Privacy and Administrative Law.

Requirements and Time Commitment

Placement: 1 day per week for 12 weeks (14 September to 04 December 2026)

Eligibility: Must be enrolled at a tertiary institution (university or TAFE)

Insurance: Indemnity insurance form from your university required before starting

**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.

How to Apply

Submit your application to your University Work Integrated Learning (WIL) Coordinator / Career Development Team or directly via the [Gold Coast Health Careers Page](#).

In your application include:

- 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 on Sunday, 12th July 2026.

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