



Gold Coast Health **LEAP** Program

SharePoint Development and Digital Support Intern

Palm Beach

An opportunity exists in the Occupational Therapy Mental Health team. You'll be supervised by Kerrie Bertucci, Professional Lead.

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

This internship will be working with the Professional Leads. The Professional Leads work across the six service lines in mental health and provide professional and clinical governance to Allied Health staff.

About the Role/Project

The role of the IT intern would involve continuing the development and refinement of the organisation's SharePoint site, which is currently approximately 60% complete. This would include designing and organising site pages, improving navigation and accessibility, and ensuring that content is structured in a user-friendly and efficient manner for clinical staff. The intern would work closely with clinicians and administrative staff to gather requirements,

identify areas for improvement, and implement updates that support day-to-day operations and information sharing.

A key responsibility would be supporting clinicians in uploading and managing relevant documents and resources within the SharePoint environment. These resources may include clinical assessments, caseload management guidelines, procedural documents, templates, and other operational materials. The intern would assist users with document formatting, version control, permissions management, and maintaining consistent file organisation to ensure information remains accurate, accessible, and compliant with organisational standards.

What we are looking for

We're looking for someone who:

- Has strong computer literacy and attention to detail
- Is able to work collaboratively
- Interested in applying their skills in a real-life setting

Preferred Areas of Study

This opportunity is best suited to students studying:

- IT - (Information Technology, Multimedia, Software Development, Computing/Programming)

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

Gold Coast Health values and celebrates diversity and inclusion and are dedicated to creating a workforce reflecting the community we serve. If you need any adjustments or support, our team is always here to help.

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 (1-2 pages) explaining what you hope to gain from this experience.

Applications close: Midnight on Sunday, 12th July 2026.

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