



Education Coordinator

- **Full-time position**
- **Chippendale office location**
- **Friendly and well supported working environment**
- **Salary packaging available**
- **ASAP Start**

About Us

GP Synergy is a leading provider of general practice training funded by the Australian Government to deliver vocational training to doctors seeking to specialise as general practitioners across NSW and ACT from 1 January 2016.

We are committed to building a skilled general practice workforce by delivering a high quality education and training program that is responsive to regional population health needs.

Our organisation is underpinned by our values - respect, excellence and initiative.

The Role

GP Synergy is seeking a committed Education Coordinator who is suitably experienced and who shares our values, to join our NSW/ACT education coordination team for the Central, Eastern and South Western Sydney region.

Reporting to the Education Coordination Team Leader, the Education Coordinator is an administrative role and a key contact person for trainees in the region. The Education Coordinator triages registrar enquiries and provides the necessary advice and information and/or initiates actions to be taken.

Working with key staff, the Education Coordinator supports the education team in reviewing, planning, implementing and monitoring policies and processes that underpin/enhance the education and training program.

Becoming involved in general practice medical education provides the opportunity to develop the future health workforce, enabling succession planning through the provision of well trained and highly skilled general practitioners.

Selection Criteria

To be considered for this opportunity, it is essential that applicants meet the following criteria:

- At least 3 years experience in a similar coordination role
- Relevant qualifications in support of the role
- Relevant and current experience in education and/or training environment
- Unrestricted motor vehicle licence (own transport is preferred)

Occasional travel including overnight travel and after hours duties will be required from time to time.

Further Information

For further information and to obtain the Position Description, please visit our website <http://www.gpsynergy.com.au> About Us > Employment Opportunities or contact Alison Micovski, Human Resource Coordinator on recruitment@gpsynergy.com.au.

How to Apply

Please email your covering letter addressing the criteria and requirements coherent to the Position Description together with your resume, making reference to the position and applicable region to Alison Micovski, Human Resource Coordinator recruitment@gpsynergy.com.au.

All applications will be treated in the strictest of confidence. Only shortlisted candidates will be contacted.

We do not accept canvassing or applications from recruitment companies.

