

Education Project Officer Aboriginal and Torres Strait Islander Cultural Education Unit

- Full-time position
- Newcastle 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.

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 and experienced Education Project Officer who shares our values, to join our team in our Newcastle office.

Reporting to the Aboriginal and Torres Strait Islander Cultural Education Unit Manager, the Education Project Officer provides support to educational projects that support the Aboriginal and Torres Strait Islander Cultural Education Unit.

The primary function of this role includes the project management of cultural significant events, providing high level administration support and coordinating of training courses offered by GP Synergy through the Aboriginal and Torres Strait Islander Cultural Education Unit as well as monitoring and providing education support for course participants.

The Education Project Officer is a key contact person for people attending training courses offered by GP Synergy through the Aboriginal and Torres Strait Islander Cultural Education Unit. He/she will oversee a range of administrative, support tasks and procedures that underpin the GP Synergy vocational training program requirements.

The ability to be the first point of contact, being able to work with internal and external people, a professional attitude, good communication and customer service skills will be essential. As will be the ability to work independently.

Selection criteria

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

- tertiary qualifications or extensive experience in related role
- relevant and current experience in education and/or training environment
- identifies as an Aboriginal and/or Torres Strait Islander person
- current unrestricted motor vehicle licence (own transport is preferred)

Occasional travel including overnight travel and afterhours 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.

Applications close Sunday 25th March 2018.

We do not accept canvassing or applications from recruitment companies.