

Accreditation Officer

- Part-time position (19 hours per week)
- 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.

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 accreditation officer who shares our values, to join our accreditation team.

Reporting to the Accreditation Team Leader, the Accreditation Officer carries out all aspects of training facility and general practice supervisor accreditation, as well as assisting in GP Synergy's accreditation as a Regional Training Organisation (RTO).

The Accreditation Officer is required to be self-directed and carry out GP Synergy's policy and processes with respect to the accreditation function.

The role is best suited to a person who is mature, able to work autonomously, enjoys wide variety of administrative tasks, has a very high propensity towards planning and being organised, and is highly customer service focused.

Travel including occasional overnight travel mostly within the Central, Eastern and South Western Sydney and the Nepean, Western and Northern Sydney regions is required. Other travel to various locations may be required from time to time.

Selection criteria

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

- At least 3 years demonstrated experience in a similar role
- A background in healthcare and dealing with health professionals at all levels
- Relevant graduate and/or post graduate qualifications in support of the role
- Current NSW Drivers Licence (own transport is required)

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.