

# Evaluations Officer

- Full-time position, 7-month maximum term contract
- Maternity leave cover position
- Newcastle (Mayfield West) office location
- Friendly and well supported working environment
- Salary packaging available
- Late June 2018 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 Evaluations Officer who shares our values, to join our team in our Newcastle office.

Reporting to the Deputy Director Research & Evaluations, the Evaluations Officer will be involved in the performance of a range of evaluation and administrative tasks associated with education delivery programs for GP Synergy.

The Evaluations Officer will:

- liaise with the relevant evaluation, research, education and events personnel and other GP Synergy staff members
- contribute to the design, create and maintenance of evaluation tools for GP Synergy education programs
- create and maintain accurate evaluation records/files
- participate in tasks relating to data collection, collation and evaluation report writing
- assist with recording and reporting requirements for Bi-College Continuous Professional Development (CPD) programs.

The role calls for a very high level of attention to detail and accuracy and the ability to work as part of a team. This is a great opportunity to work alongside an experienced research and evaluations team. Applicants must have a strong interest in evaluation.

## Selection criteria

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

- Tertiary qualifications in health or education related field
- Experience with evaluation or research methodologies
- Knowledge of, and adherence to the National Ethics Statement and relevant privacy and confidentiality legislative requirements (desirable)
- Relevant and current experience in an education environment (desirable)
- Current NSW Drivers Licence (own transport is preferred).

Very occasional travel including overnight travel may be 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](mailto: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 on [alison\\_micovski@gpsynergy.com.au](mailto:alison_micovski@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.*