

Research Assistant

- Part-time position, 0.8FTE (30.4 hours per week)
- 5-month maximum term contract
- Newcastle (Mayfield West) office location
- Friendly and well supported working environment
- Salary packaging available

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 suitably experienced Research Assistant who shares our values, to join our team in our Newcastle office.

Reporting to the Director of Research and Evaluations, the Research Assistant will be involved in performance of a range of research and administrative tasks associated with educational/research projects for GP Synergy.

The primary function of this role will be creation and maintenance of project data, as well as coordination of project meetings and maintaining and updating project documentation. The role will involve data management and quality control of project data, including data entry process, checking and cleaning of data and liaison with investigators.

The Research Officer will:

- liaise with the relevant research personnel and other GP Synergy staff members
- create and maintain accurate project records and files
- participate in tasks relating to data collection, collation and evaluation report writing
- assist with data interrogation and report writing.

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 team. Applicants must have a strong interest in research.

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
- Relevant and current experience in a research environment
- Experience with research methodologies
- Previous experience with Stata (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.

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 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.