



University of
South Australia



THE UNIVERSITY
of ADELAIDE

Creating a new *Adelaide University*

Duty Statement

University of Adelaide / University of South Australia

TITLE: Course Builder (AU Course Migration)

CLASSIFICATION: HEO4

ACADEMIC UNIT/PORTFOLIO: Integration Management Office (IMO)

LAST REVIEWED: November 2024

Broad purpose of position

The Course Builder (AU Course Migration) plays a pivotal role in supporting the migration and updating of courses for the new Adelaide University (AU). Working closely with Migration theme lead, Team Leader (AU Course Migration), Digital Education Developers and Media Team, this role will be responsible for ensuring courses migrated from existing platforms maintain functional equivalency in the Adelaide University (AU) learning management system (Canvas).

Position environment

The University of South Australia and the University of Adelaide are working together to advance the planning and preparatory activities required to establish the new *Adelaide University* pursuant to *Adelaide University Act 2023 (SA)*. The IMO is the vehicle dedicated to guiding the establishment phase (2023-25) and driving implementation towards a launch date of 1 January 2026.

Reporting relationships and key stakeholders

The role will report to a senior project team member of the Migration Team and will work closely with relevant colleagues from across the universities and within the IMO.

Other key stakeholders that this position will liaise with includes:

Internal

- Migration Theme Lead
- Team Leader's (AU Course Migration)
- Media Production and Resource Team
- Leadership and staff supporting course migration within the Teaching Innovation Unit (TIU, UniSA) and Learning Enhancement and Innovation (LEI, UoA)
- Integration Management Office staff



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External

- University of Adelaide/ South Australia colleagues
- External contractors and suppliers

Core responsibilities

- Support the migration of Adelaide University courses from existing platforms ensuring the content is equivalent in functionality in the new platform/s.
- Edit and/or redevelop existing learning resources for new Adelaide University courses within the learning management system (Canvas) consistent with the instruction and intent set out by originating course.
- Assist with the migration and updating of course assets, such as H5P activities, LinkedIn Learning embeddings and media files.
- Participate in quality assurance processes to ensure course builds are adequately prepared for teaching purposes.
- Maintain clear and effective communication with all stakeholders throughout the development lifecycle.
- Work across multiple tools to support teaching and learning as required.
- Use sound judgement to assess, prioritise, escalate and action migration requests.
- Contribute as an effective team member including participation in team planning activities and the delivery of team goals.
- Establish strong working relationships with staff across UniSA and UoA, working collaboratively to exchange information, and facilitate a service orientated approach.

The core responsibilities and selection criteria provide the key areas of focus the Course Builder (AU Course Migration) will be evaluated against. The responsibilities as specified above may be altered in accordance with the changing requirements of the position.

Special requirements

Some out of hours work may be required.

University requirements

Staff must follow and apply the following:

1. Our collective culture is one that welcomes all and embraces diversity, and behaviours are consistent with the respective staff values and behaviours framework
2. Health Safety and Injury Management
 - Follow reasonable instructions, work procedures and practices to maintain the health and safety of yourself and others.
 - Report all identified workplace hazards and incidents.
3. Performance Development and Management
 - Participate in the University's Performance Development and Management process.



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Selection criteria

Essential

1. Working knowledge of learning management systems, ideally Canvas.
2. Basic proficiency in using technology tools and a willingness to learn and stay current with emerging educational technologies.
3. High level verbal and written communication skills, with the ability to convey information clearly and effectively to diverse stakeholders and to provide regular updates and feedback throughout the development lifecycle.
4. Ability to build and maintain effective working relationships with colleagues and stakeholders.
5. Previous experience working in an administrative role in a team based service environment including the ability to quickly become a productive member of a cross-functional team.
6. Demonstrated organisational and time-management skills to manage multiple priorities under broad direction.
7. Attention to detail to ensure all learning materials meet the university's quality standards and guidelines.