Position Title:	Course Project Manager (AdelaideX)	Position Number:		Faculty/Division: Services & Resources
Classification:	HEO 8	**No. Direct Reports & Highest Classified Position:** N/A		School/Branch: Technology Services
FTE: 0.8	**Reports to:** Program Manager (AdelaideX)	Fixed ☒ Continuing ☐		Discipline/Unit: Application Services

Position Summary:	The Technology Services branch is a part of the University's Division of Services and Resources, which provides enabling services and resource capabilities to support the University's teaching and research objectives and activities. Technology Services provides services and support to the University of Adelaide community of over 25,000 students and 3500 staff members. Technology Services has four major teams including Application Services, Client Services, Infrastructure Services, and a Project Management Office.
	Application Services within Technology Services is responsible for managing the application life-cycle, development and support of key enterprise and local applications including Enterprise Resource Planning for HR, Finance and Student Administrative Services, the Learning Management System, Corporate Research Systems, and underlying middleware and databases.
	The AdelaideX initiative is a strategic online learning partnership of the University, within the portfolio of the Deputy Vice-Chancellor and Vice-President (Academic) (DVCA). The University has partnered with technology provider edX to deliver a range of fully online Massive Open Online Courses (MOOCs) and other courses through its AdelaideX program. A core team of DVCA and Technology Services professional staff supports selected academic teaching staff in designing, developing and delivering fully online courses for release via the edX platform.
	Under broad direction, the Course Project Manager (AdelaideX) is responsible for leading the project management of AdelaideX's planned courses from project initiation to release. The Course Project Manager (AdelaideX) will support academics with matters relating to course delivery, including planning, monitoring and reporting against each team's delivery plan.

Position Characteristics:	**Scope**	The AdelaideX initiative is responsible for delivering a range of online courses via the edX platform, in the three-year period to 2018. There is a significant requirement for project coordination via the AdelaideX program team, and ensuring course teams' smooth progress through an often complex digital production cycle is a critical success factor.
		The Course Project Manager (AdelaideX) is responsible for negotiating, setting and managing individual course budgets, development schedules and resource requirements, as agreed with the Program Manager, AdelaideX, and for ensuring the consistent application of project management practices to planned course deliveries across the initiative.
		There is a significant advisory and communication responsibility to the academic course teams and the AdelaideX program team who provide learning design and technology services, so that all parties involved understand core expectations and are enabled to deliver projects to an agreed plan.
	Significant internal/external relationships	• Office of the DVC&VP(A) – DVC&VP(A); PVC(SL); • Program Manager (AdelaideX) and the AdelaideX program team; • Technology Services; • AdelaideX course teams, faculty course sponsors and management teams; • edX and its partners in Australia and internationally.

	Special conditions		• Some out of hours work and travel interstate may be required. • Reasonable workplace adjustments will be made for people with a disability.
	Delegations		Relevant HR and financial delegations prescribed to this position.
Key Responsibilities and Outcomes	1	Course Project Management and coordination	• Coordinate course related meetings and provide agendas, meeting minutes and actions lists. • Assist the AdelaideX program team and academic course teams to develop course outlines into detailed delivery plans, including project schedules and milestones, risk and issues logs, budgets, quality assurance plans, and communications plans. • Manage scheduling of course contributors and procure resources needed to ensure timely development of course content in accordance with the agreed milestones. • Work with AdelaideX program team, course teams and external reviewers to keep course production documentation up to date. • Coordinate post-run activities such as course team interviews, creation of course report and final budget report. • Facilitate internal and external knowledge sharing about project management methods as a tool for successful delivery of MOOC/e-learning projects.
	2	Finance	• Assist course teams with budget preparation and allocation of resources, attaining necessary approvals from the Program Manager, AdelaideX, or otherwise. • Liaise with academic course teams to establish expenditure requirements and plan budget for course-related travel, consultants, contractors, hire or purchase of equipment, and any other expenditure not within agreed faculty budget allocation for a course. • Monitor course team expenditure and manage variances to planned spending by course or program team, in liaison with the Program Manager, AdelaideX.
	3	Risk Management	• Control and manage issues, risks, dependencies and changes in scope associated with each AdelaideX project. • Work with the AdelaideX program team and course teams to identify and resolve day-to-day issues affecting course progression through development. • Avoid or minimise impacts of unexpected issues, through effective negotiation with all stakeholders. • Escalate major issues to the Program Manager, AdelaideX, where they cannot be resolved direct with course teams and the program team.

			• Coordinate the production and release of course information to edX, as agreed with Marketing and Communications staff and the Program Manager, AdelaideX.
Criteria	**Capabilities and Behaviours**	Communication	• Composes communications which convey specialised concepts in order to influence outcomes or decisions. • Tailors communication style and delivery method to the level of the audience. • Prepares and delivers confident and persuasive presentations. • Knows the audience, and identifies and uses this knowledge to build strategies to influence outcomes. • Negotiates agreement on complex issues. Uses political astuteness to negotiate and reach agreement at a senior level on complex issues.
		Flexibility and Adaptability	• Demonstrates flexibility in thinking. • Adapts to and manages the increasing rate of change and copes with ambiguity. • Shows responsiveness to emerging issues. • Welcomes ideas for improvements to structures, procedures and technologies. • Challenges the status quo by looking for ways to enhance efficiency and effectiveness.
		Managing People	• Provides support for solving problems and removes roadblocks for staff and timeframes. • Builds a sense of ownership and shared responsibility within the team. • Practices sound and timely decision making, considering available information. • Empowers others, establishing clear responsibilities and accountabilities and equally valuing all team members. • Celebrates success achieved in all areas of the business. • Fosters and supports a culture that supports the growth and development of the individuals and the organisation.
		Relationship Building	• Focuses upon establishing and maintaining productive relationships with key internal groups to ensure collaborative work practices. • Develops a broad network of useful contacts both inside and outside the University. • Actively fosters productive two-way flow of ideas. • Actively uses information gathered from relationships to contribute to the University strategy. • Fosters a culture of openness and flexibility. • Seeks to understand the motivations and positions of key stakeholders to identify and build on common points of interest.

	Knowledge and Experience	• Excellent interpersonal skills (including written and verbal communication), and a proven ability and experience in liaising with internal and external stakeholders at all levels. • Demonstrated knowledge of standard project management tools or equivalent practical methodologies for monitoring project progress. • Demonstrated knowledge of current project management practices to support delivery of e-learning projects. • Extensive experience and demonstrated ability to manage and control projects, including budget management. • Experience in project management within a University or tertiary institution (desirable). • Experience in the application of iterative project development and management (desirable).
	Qualifications	▪ A relevant tertiary qualification of at least bachelor level and extensive relevant experience, or an equivalent combination of relevant extensive experience and/or education/training.
Occupational Health, Safety and Welfare Requirements		• All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.
University Expectations		All staff are expected to: • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; • Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities an performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; • Perform their responsibilities in a manner which reflects and responds to continuous improvement; and • Read, understand and comply with all University policies and procedures.

Approvals: **Head of School / Branch Manager**	**Head of School / Branch Manager** **Name**: **Mark Gregory** **Signature:** **Date:**	**Director Human Resources** **Name:** **Signature:** **Date:**
Acknowledgement of Incumbent	I have read and understood the requirements of the position Name: *(please print)* Signature: Date:	