

POSITION DESCRIPTION

Position Details

Position Title:	Digital Learning Developer/LMS Specialist
Reporting To:	Digital Environments Manager
Unit / Group:	Digital Environments Team
Direct Reports:	NA
Salary Classification:	Corporate Classification E1
Location:	Bldg 85 97-99 Franklin Street, Melbourne 3000
Date:	November 2024

Position Summary

The Digital Learning Developer is responsible for updating and maintaining Themes in Canvas Learning Management System (LMS), customising CSS, HTML and Javascript to ensure a consistent, responsive, accessible and visually appealing user experience.

The role works closely with the Learning Design, Academic and IT Teams within an established Learning and Teaching Framework to create interactive, innovative and engaging learning experiences that support student engagement and achievement of learning outcomes.

The Digital Learning Developer is responsible for course updates and maintenance as well as ensuring successful go-lives of courses each teaching period, delivered primarily but not exclusively through Canvas Learning Management System (LMS).

Position Responsibilities and Accountabilities

Canvas Development

- Develop new custom components and Canvas themes for sustainable design and enhanced user experience
- Integrate web languages (JSON, HTML5 and CSS) and scripting language (JavaScript) with other media files to customise course shells and features in Canvas LMS.
- Follow guidelines in the RMIT Canvas Themes management framework, deploying from the centralised code repository and adhering to standards re: code practices, testing and documentation.
- Continually improve and upgrade the code base following industry best practice to achieve maintainable code that optimises performance and adheres to Accessibility standards.

Canvas Administration

- Support the Digital Team in setting up, quality checking and maintaining courses in the Learning Management System (LMS) to support successful go-live for each of our teaching periods
- Take responsibility for LMS administration duties including roll-over of courses,

maintenance of blueprint/master courses course versioning

- Act as first point of contact for Canvas troubleshooting.
- Conduct quality assurance reviews to ensure full functionality and optimised performance of content delivered via the organisation's digital platforms.
- Work with a range of Learning Tools Interoperability (LTI) Apps and Content Authoring Tools to enhance the User Experience/User Interface (UX/UI) design in Canvas LMS,
- Conduct user acceptance testing
- Provide LMS support, training and customer service to teachers, Team Leaders and Academic Co-ordinators.

Learning Asset Development

- Work with Learning Designers and follow specifications to develop custom learning assets to support learner engagement and outcomes.
- Leverage a range of technologies to support innovative and impactful teaching practice via the organisation's digital platforms and channels.
- Convert existing learning materials (in different formats) into high-quality, interactive online resources.
- Work with Academic staff and the Digital Team to develop and implement solutions that enhance the student learning experience.

Ongoing Capability Uplift

- Support the maintenance and development of the team knowledge base and processes relating to the LMS, our learning design system, onboarding, training, and other documentation
- Collaborate with the IT operations team, Academic and the Digital teams to support the organisation's strategic plans, digital platforms strategy, content creation, user access, LMS backup planning.
- Work collaboratively in the Digital Team to build capability in working with Canvas and custom code.
- Participate in relevant RMIT forums as required and undertake other duties within scope as directed

Organisational Responsibilities and Accountabilities

- Act at all times in accordance with the RMIT Code of Conduct
- Work in accordance with RMIT University Pathways' policies and procedures including following safe work practices for self and others
- Proactively work towards achieving individual and team goals, whilst demonstrating RMIT's values and behaviours
- Actively engage in professional development opportunities
- Undertake any reasonable tasks as directed
- RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices.

<https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

- Appointment to the role is subject to successful passing of the Working with Children Check (WWCC employee type), Working rights Check and National Police Check (NPC)

Qualifications, Knowledge, Skills & Attributes

Essential

- Relevant Tertiary Qualification in Information Technology, Education, Digital Learning, or a related field.
- Previous experience in LMS development/administration role, preferably within the education industry.
- Proficient in front-end technologies (HTML, CSS, JavaScript, React) and working knowledge of backend technologies (Python, Django)
- Experience working with LMS (preferably Canvas) and student management systems in an educational environment, including experience working with Canvas themes and GitHub
- Experience integrating languages (JSON, HTML5 and CSS) and scripting language (JavaScript) with other media files to customise course shells and features within the LMS
- Strong understanding of web design principles, user experience (UX) and user interface (UI) design
- Knowledge of principals of Universal Design for Learning and strong interest in Accessibility.
- Demonstrated ability to work on concurrent projects, set priorities and meet deadlines.
- Strong communication and relationship building skills
- Demonstrated ability to contribute positively to collaborative cross-functional teams delivering pathway programs.
- Demonstrated commitment to and experience in innovative approaches to developing teaching and learning materials aligned to a blended learning model
- An exploratory mindset and willingness to experiment in order to provide meaningful, personalised and engaging learning experiences.

Desirable

- Previous experience in the international education sector
- Knowledge of digital pedagogy
- Experience with SCORM and XAPI standards for tracking learner activity, and familiarity with a Learning Record Store (LRS)
- Experience using Canvas API

Working at RMIT University Pathways (RMIT UP)

RMIT UP is owned by RMIT University, and provides a range of education solutions to students, academics and professionals in Australia and overseas.

Our mission is to provide transformative, supportive learning experiences and pathways which open global possibilities to our community of learners. We achieve this through our RMIT values of inclusion, imagination, integrity, courage, passion and impact.

RMIT UP education professionals place the student and customer experience at the forefront of everything we do.

Our key programs and services include Foundation Studies, ELICOS English for Academic Purposes (EAP) and language testing. RMIT UP also houses Informit, a leading research database with a strong focus on specialist Australasian content.

RMIT UP is situated in a state-of-the-art facility within the main RMIT University city campus in Melbourne's CBD. Co-located with Scape Australia, the largest provider of student accommodation in Australia, our building provides a unique offering to international students, housing world-class learning and accommodation in one secure location.

Acceptance of Position Description

This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

I have read, understood and accept the responsibilities and accountabilities as outlined in this position description.

Incumbent signature: _____

Date: _____