

## INTERNAL AND EXTERNAL JOB POSTING

### Supervisor, Digital Learning and Design

ISANS is seeking a full-time **Supervisor, Digital Learning and Design** to play a pivotal role in leading our digital learning and experience initiatives. In this role, you will oversee the development, implementation and maintenance of our innovative digital learning solutions and supports, ensuring that we are continuously working towards enhancing program delivery and the overall experience of learners. You will bring to the team a strong background in instructional design, multimedia and e-learning technologies with excellent collaboration skills to bring various skilled team members and subject matter experts together.

- Supervise a team of instructional designers, curriculum writers, and digital navigators providing guidance and support within daily operations
- Oversee the design, implementation and maintenance of high-quality digital learning material that aligns with program and learning objectives along with organizational strategy and standards
- Lead the planning, execution, and evaluation of digital learning projects, ensuring alignment with organizational goals and timelines
- Establish and maintain quality, branding, and copyright standards for digital learning materials, ensuring accessibility and compliance with relevant guidelines
- Foster a collaborative environment that encourages creativity, knowledge sharing, and that is outcome driven
- Develop, implement, and monitor regular evaluations, and user testing to continuously improve the effectiveness and usability of digital learning experiences
- Monitor and analyze learning outcomes and user engagement metrics to initiate and implement ongoing improvements
- Develop and implement an ongoing schedule of regular course reviews and improvement engaging internal and external stakeholders as required
- Coordinate with stakeholders to implement regular software and security updates on LMS platform ensuring compliance and regular updates are performed
- Stay current with emerging trends in digital learning technologies and incorporate them into instructional strategies and supports
- Contribute and support manager with regular reporting needs and planning of the team's performance and outcomes

#### General Responsibilities:

- Contribute to seamless team operations by promptly responding to emails and providing necessary information
- Stay updated on internal communications via email, Connect, Teams and other channels
- Adhere to ISANS values, workplace policies, and procedures
- Consistently and accurately record relevant client information in databases.
- Participate fully in regular staff meetings, team meetings, training and development sessions, and ISANS events
- Perform additional duties as needed

#### The ideal candidate for this position will have the following:

##### Education:

- A bachelor's degree in Instructional Design, Educational Technology, or a related field
- 5+ years' experience in design or digital learning with at least 2 years in a supervisory role

##### Experience:

- Experience with Pedagogy and or Andragogy approaches a definite asset
- Experience working in a cross-cultural setting
- Project Management experience (including qualification) will be an asset

**Knowledge:**

- Strong multimedia skills including knowledge of e-learning development tools (e.g. Articulate 360, Adobe Creative Suite) and Learning Management Systems (e.g. Moodle, Blackboard etc.)
- Proven experience in project management and curriculum development
- Familiarity with copyright requirements in Nova Scotia/Canada
- Familiarity with emerging technologies related to e-learning
- Strong knowledge of adult learning principles
- Familiarity with Canadian Language Benchmarks (CLBs) an asset

**Skills:**

- Strong analytical and problem-solving skills
- Ability to work independently and as part of the team
- Strong organizational skills and attention to detail
- Ability to multitask, prioritize task and manage time efficiently
- Excellent leadership and team management skills
- Effective communication and interpersonal skills, with the ability to work collaboratively with diverse team
- Ability to conceptualise and convert ideas to diverse stakeholders with various digital skills and experiences
- Ability to collaborate effectively with various stakeholders and lead projects and initiatives.

**ISANS Core Competencies****Cultural Competency; Equity, Diversity & Inclusion**

- Embracing the value that different perspectives and cultures bring to an organization

**Collaboration**

- Working collaboratively with others across the organization to achieve shared objectives

**Continuous Learning**

- Continually seeking new knowledge and skills, as well as developing existing capabilities

**Innovative Thinking**

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

**Accountability**

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

**Respect**

- Actively encouraging an environment of fairness, honesty and integrity for all

**Terms of Employment:**

- Indefinite-term contract
- Full-time, 35 hours per week
- Hybrid work environment: work location will be determined by operational requirements, prioritizing ISANS mission and clients to determine the right balance of in-person and virtual work.

**Commencement Date:** ASAP**Closing Date:** Tuesday 3 December 2024

**To apply:** E-mail your resume and cover letter merged into one document to [careers@isans.ca](mailto:careers@isans.ca), stating in subject line the position you are applying for.

ISANS is dedicated to inclusiveness, equity and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered for this position.

**We wish to thank all applicants for their interest and effort in applying for this position.  
However, only candidates selected for interviews will be contacted.**