Information Technology Job Function

Business Analysis Mgt III
Grade: 57
Job Code: I0857M
Job Family: Business Analysis
Job Family Matrix: Business Analysis Matrix

Summary
Independently analyze, identify, develop and communicate technical solutions. Devise and/or modify procedures to solve complex technical problems.

Core Duties
• Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
• Work at a high level within a team on most phases of service analysis and consider the business implications of technology applications to the current and future business environment
• Collaborate with stakeholders to translate business needs into systems requirements and scoping
• Contribute to the definition of systems requirements, conduct gap analysis, and identify feasible alternative solutions that meet defined business objectives
• Perform user needs analysis, product evaluation, selection, customization, testing, implementation, and support
• Participate in the development of plans and policies for a unit/school
• Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct

Basic Qualifications
• Minimum of two years' post-secondary education or relevant work experience

Additional Qualifications and Skills
• Supervisory experience
• Minimum two years' additional post-secondary education or relevant work experience
• Knowledge of Microsoft Office Suite, advanced Excel skills
• Knowledge of information technology applications, processes, software and equipment
• Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor

Certificates and Licenses
• Completion of Harvard IT Academy specified foundational courses (or external equivalent) preferred

Physical Requirements

Working Conditions
• Work is performed in an office setting