Information Technology Job Function

Business Analysis Mgt IV
Grade: 58
Job Code: I0858M
Job Family: Business Analysis
Job Family Matrix: Business Analysis Matrix

Summary
Research, design, document, implement, configure, and validate solutions to business needs. Solve highly complex technical problems. May manage multiple projects simultaneously.

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 an expert 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
• Define systems requirements, conduct gap analysis, and identify feasible alternative solutions that meet defined business objectives
• Responsible for business transition management to ensure that systems are understood by users
• Contribute to budget planning
• Contribute to the development of plans and policies for a unit/school
• Advise unit/school
• Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct

Basic Qualifications
• Minimum of five years’ post-secondary education or relevant work experience
• Supervisory experience

Additional Qualifications and Skills
• Knowledge of Microsoft Office Suite, advanced Excel skills
• Knowledge of information technology applications, processes, software and equipment
• Highly specialized knowledge of a specific technology
• 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