Information Technology Job Function

IT Project Mgt IV
Grade: 58
Job Code: I0058M
Job Family: IT Project Management
Job Family Matrix: IT Project Management Matrix

Summary
Plan, conduct, and supervise the completion of complex information technology projects in a unit or department, requiring high levels of cross-functional integration and involving multiple disciplines to be managed. May manage a number of projects and/or programs 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
- Responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, developing schedules to ensure timely completion of project, and resolving team issues
- Look across portfolio of projects and identify issues and dependencies
- Occasionally expected to lead a project as a project manager
- Responsible for project discovery
- Serve as expert regarding scope and project objectives, solution's value and technology, as well as the role and function of each team member
- Ensure work completion within schedule, budgetary and design constraints
- Make decisions about analysis, design and testing; solve complex technical problems; and, when necessary, provide alternative methods for achieving goals
- Work collaboratively with colleagues to leverage resources for successful project completion
- Leverage steering and executive committees for decision-making, change management, and communications
- Serve as primary contact with user groups and stakeholders
- Advise unit/school regarding post project operations
- Act as an advisor to department managers and staff on policies
- Apply Harvard University's IT technical standards and best practices
- Abide by and follow the Harvard University IT Code of Conduct

Basic Qualifications
- Minimum of five years' experience 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
- Knowledge of advanced IT project management principles (e.g. Agile) and software
- Demonstrated cross-functional project leadership experience
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor
- Attitude that supports an Agile working environment

Certificates and Licenses
- Completion of Harvard IT Academy Project Management Foundations course (or external equivalent) preferred
- PMP or other relevant certification and experience preferred, e.g., Scrum Master

Physical Requirements

Working Conditions
- Work is performed in an office setting