Information Technology Job Function

IT RC Software/Data Mgt V
Grade: 60
Job Code: I1260M
Job Family: IT Research Computing
Job Family Matrix: [IT Research Computing](#)

Summary
Make strategic decisions regarding investments in sustainable software engineering and data services to keep up with the pace of complex research problems. Set strategy for engaging with faculty research groups and partnering on grants. Participate in cross-functional management teams and projects. Engage and collaborate with other academic, library, and research leadership.

Typical 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
- Provide expert knowledge in the design, planning, and implementation of software or data analysis that enriches research productivity and reliability
- Build deep understanding of specific research activities through regular engagements; disseminate new resulting knowledge and anticipate future research needs
- Manage team resources, time and projects
- Contribute to budget setting for maintenance and operational costs and future RC investments
- Build and maintain relationships with faculty researchers and technical leads and participate in funding opportunities
- Collaborate with other academic, library and research leadership
- Set the standards for internal code design and development guides
- Present and publish in peer reviewed technical or domain specific journals and conferences regarding sustainable software and data management practices that preserve the reproducibility of their research domain
- Remain current in larger landscape of software development and data management practices within specific areas of technology
- Promote trainings for staff in broad area of large-scale computing and data services
- Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct

Basic Qualifications
- Minimum of eleven years' post-secondary education or relevant work experience
- Minimum of two years of mentoring or project management

Additional Qualifications and Skills

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

Physical Requirements

Working Conditions
- Occasionally required to work outside of normal business hours, and may be contacted during off hours