Information Technology Job Function

IT Reporting and Analytics Professional IV

Grade: 58
Job Code: I1458P
Job Family: IT Data Management
Job Family Matrix: IT Data Management Matrix

Summary

Provide a broad range of reporting and data analysis to meet business needs. Responsible for developing, testing, and generating reports or dashboards from a host of systems and delivering results to clients. Plan and conduct comprehensive analytics services including reporting and predictive analytics. Provide expert level technical and project leadership. May manage and be a key contributor on multiple projects simultaneously.

Typical Core Duties

- Interview business owners to understand business problem/question; collect, analyze and present data to identify trends, causes, risks and opportunities
- Conceptualize, research, design, develop and deliver complex reports and analyses
- Leverage a variety of qualitative and quantitative techniques, including predictive analysis and visualization, to derive valuable, actionable information from data
- Develop business applications to provide a comprehensive suite of self-service solutions; may test prototype software and participate in approval and release process for software
- Implement solutions to standardize and systemize routine reports, dashboards, and metrics
- Advocate for the implementation of data standards and value of common data elements to business partners; Identify gaps in data/collection processes
- 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

Additional Qualifications and Skills

- Advanced proficiency in MS Office applications
- Advanced knowledge of and experience applying data analytics, data visualization and business intelligence principles
- Demonstrated cross-functional project management experience
- Strong written, verbal and visual communication and presentation skills
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor
- Knowledge of relevant business sector

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