

## Information Technology Job Function

# IT Applications Mgt VI

Grade: 60

Job Code: I0760M

Job Family: Applications

Job Family Matrix: [IT Applications Matrix](#)

### Summary

Direct advanced applications development for major and highly complex projects; typically work as part of a team to implement complex business solutions. Define problem(s), design and gain resources to carry our solution(s). Set the strategic direction for the applications development group.

### 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
- Participate fully in software development life cycle
- Direct and oversee development of technical solutions to deliver business requirements
- Lead decision-making on major project costs, timetable, resources and technologies
- Lead long term strategic planning and actively contribute to enterprise wide initiatives
- Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct

### Basic Qualifications

- Minimum of seven years' post-secondary education or relevant work experience
- Supervisory experience

### Additional Qualifications and Skills

- Minimum three years' demonstrated highly specialized knowledge of a specific technology
- 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