

## 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