

Information Technology Job Function

Business Analysis Mgt V

Grade: 59

Job Code: I0859M

Job Family: Business Analysis

Job Family Matrix: [Business Analysis Matrix](#)

Summary

Lead research, design, documentation, implementation, configuration, and validation of solutions to business needs. Solve large, complex and multifaceted 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
- Function as a subject matter expert
- Provide leadership on team activities related to service analysis initiatives and consider the business implications of technology application to the current and future business environment
- Collaborate with stakeholders to translate business needs into systems requirements and scoping
- Lead definition of system requirements, gap analysis, and identification of feasible alternative solutions that meet defined business objectives
- Oversee business transition management to ensure that systems are understood by users
- Develop budget planning
- Contribute to development of long term strategy, 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 seven 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