Information Technology Job Function

IT Multimedia Mgt VI
Grade: 60
Job Code: I1860M
Job Family: Business Analysis
Job Family Matrix: Business Analysis Matrix

Summary
Direct research, design, documentation, implementation, configuration, and validation of solutions to business needs. Solve large, complex and multifaceted technical problems. May manage multiple projects simultaneously.

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
- Function as a subject matter expert
- Direct team activities related to service analysis initiatives and consider the business implications of technology application to the current and future business environment
- Build and maintain relationships with stakeholders to translate business needs into systems requirements and scoping
- Direct definition of system requirements, gap analysis, and identification of feasible alternative solutions that meet defined business objectives
- Direct business transition management to ensure that systems are understood by users
- Develop budget planning
- Develop 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
- 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
- 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