Information Technology Job Function

Business Analysis Professional V

Grade: 59
Job Code: I0859P
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

- 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 and/or relevant work experience

Additional Qualifications and 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