Information Technology Job Function

IT Data Architecture Mgt VI
Grade: 60
Job Code: I1360M
Job Family: IT Data Management
Job Family Matrix: IT Data Management Matrix

Summary
Evaluate and direct strategy to create a set of technical functions and procedures allowing the creation of applications that access the features or data of an operating system, application, or other service. Solve unique problems that have broad impact, and design and gain resources to carry out solution(s).

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
- Direct aspects of data management services which may include data modeling and database and analytics platform design, database performance and optimization, recovery/load strategy and implementation, and data modeling
- Facilitate database design, performance, optimization, backup and recovery, storage capacity planning, implementation
- Assess technical strategies for projects, collect requirements, and recommend solutions to complex problems with focus on data modeling
- May be responsible for budget planning, monitoring, and vendor contracting
- Predict opportunities; propose and lead the creation, development, and implementation of enhancements and/or new tools and service
- Facilitate the new and ongoing management of established partnerships with both internal and external stakeholders
- Share in-depth knowledge as a resource to staff and community
- Function as subject matter expert or project lead
- Collaborate with University-wide leadership to formulate processes, policies and procedures
- 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' additional post-secondary education or relevant work experience
- Knowledge of information technology applications, processes, software and equipment
- Advanced knowledge of ETL (Extraction, Transformation, and Loading), reporting and database technologies
- Advanced communication, technical and project management skills
- 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