

## Information Technology Job Function

### IT Infrastructure Mgt V

Grade: 59

Job Code: I0959M

Job Family: Infrastructure

Job Family Matrix: [Infrastructure Matrix](#)

#### Summary

Lead comprehensive architecture and implementation of infrastructure systems for highly complex projects; typically work as part of a team to deliver complex business solutions. Role may focus on one or more technical areas. Function as a subject matter expert to execute strategy. May manage a number of 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
- Participate fully in the build, configuration and documentation of IT infrastructure
- Execute technical direction ensuring stability, reliability and integration
- Lead research and design of robust and secure IT solutions
- Participate in long term strategic planning
- Establish and maintain internal/external stakeholder relationships
- Contribute to establishing guidelines and standards
- Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct

#### Basic Qualifications

- Minimum of 7 years' post-secondary education and/or relevant work experience
- Supervisory 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

- Occasionally required to work outside of normal business hours, and may be called during off hours