

Information Technology Job Function

IT Infrastructure Mgt VI

Grade: 60

Job Code: I0960M

Job Family: Infrastructure

Job Family Matrix: [Infrastructure Matrix](#)

Summary

Define and direct strategy for major and highly complex projects; typically work as part of a team to deliver complex business solutions. Role may focus on one or more technical areas. 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
- Define technical direction ensuring stability, reliability and integration
- Direct and oversee development of robust and secure IT solutions
- Lead long term strategic planning and actively contribute to enterprise wide initiatives
- Establish and maintain internal/external stakeholder relationships
- Develop, define and implement 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 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
- 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