Information Technology Job Function

IT Program Mgt V
Grade: 59
Job Code: I0359M
Job Family: IT Project Management
Job Family Matrix: [IT Project Management Matrix](#)

Summary
Lead large scale multiple complex projects and/or teams using multiple technologies with possible school or university wide impact.

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
- Design solutions and lead multiple projects
- Determine and coordinate budgetary and staffing resources (internal, vendor)
- Encourage partnership and shared risk
- Resolve competing priorities
- Oversee all aspects of project portfolio throughout project lifecycles to ensure completion within the defined scope, quality, time and cost constraints
- Use knowledge of strategies and priorities at multiple levels to set and review project portfolios and balances work activities in the portfolio
- Absorb and leverage project related technology to ensure effective project management and collaboration
- Apply Harvard University's IT technical standards and best practice
- Mentor others
- Provide training to clients/staff
- Abide by and follow the Harvard University IT Code of Conduct

Basic Qualifications
- Minimum of seven years' post-secondary education or relevant work experience
- Supervisory experience

Additional Qualifications and Skills
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of information technology applications, processes, software and equipment
- Knowledge of advanced IT project management principles (e.g. Agile) and software
- Demonstrated cross-functional project leadership experience
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor
- Attitude that supports an Agile working environment

Certificates and Licenses
- Completion of Harvard IT Academy Project Management Foundations course (or external equivalent) preferred
- PMP or other relevant certification and experience preferred, e.g., Scrum Master

Physical Requirements

Working Conditions
- Work is performed in an office setting