

Information Technology Job Function

IT Program Mgt VI

Grade: 60

Job Code: I0360M

Job Family: IT Project Management

Job Family Matrix: [IT Project Management Matrix](#)

Summary

Direct ongoing collaboration and coordination of multiple highly complex projects and/or teams that entail school or university-wide impact. Define problem(s), design and gain resources to carry out solution(s).

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
- Responsible for setting and implementing strategic plans and goals
- Ensure project portfolios align with organizational strategy
- Direct allocation and management of resources (internal/vendor)
- Determine need for analytics and manage risk
- Communicate and collaborate with senior leaders
- Manage the development and documentation of business processes and procedures
- Absorb and leverage project related technology to ensure effective project management and collaboration
- Apply Harvard University's IT technical standards and best practices
- 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

- Minimum three years' demonstrated highly specialized knowledge of a specific technology
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of information technology applications, processes, software and equipment
- Knowledge of advanced IT project management principles
- Demonstrated cross-functional project management 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