

Information Technology Job Function

IT Project Manager VI

Grade: 60

Job Code: I0060P

Job Family: IT Project Management

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

Summary

Direct the development and execution of highly complex or specialized IT project(s) with wide impact, requiring high levels of functional integration and organizational change, involving multiple disciplines to be managed.

Core Duties

- Responsible for project discovery
- May lead other PM's to support a project
- Evaluate and assess project metrics and project/program effectiveness
- Oversee reporting; deliver specialized and ad hoc reports
- Absorb and leverage project related technology to ensure effective project management and collaboration
- Collaborate with management and university representatives to develop initiatives and oversee the ongoing management of established partnerships
- Leverage steering and executive committees for decision-making, change management, and communications
- Advise unit/school regarding post project operations
- Apply Harvard University's IT technical standards and best practices
- Abide by and follow the Harvard University IT Code of Conduct

Basic Qualifications

- Minimum of seven years' post-secondary education or relevant work 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 (e.g. Agile) and software
- 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