

Information Technology Job Function

IT Project Mgt V

Grade: 59

Job Code: I0059M

Job Family: IT Project Management

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

Summary

Lead, track, plan, and report on all IT related projects. Work with project teams and customers to lead project development, including project scope documents, plans, and reports.

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 project discovery
- Oversee a portfolio of projects, ensuring resources, capacity and dependencies are managed for successful delivery
- Occasionally expected to lead a project as a project manager
- Identify, track, monitor and communicate project-related benefits, issues, scope changes, variances and contingencies that may arise during the implementation of IT projects, and that cannot be resolved by project team
- Facilitate defining solutions with the appropriate stakeholders/customers
- Design, develop and monitor effective processes and systems for projects
- Evaluate and assess metrics and project/program effectiveness
- Serve as a key resource for policies and procedures; may provide training to clients and staff
- Leverage steering and executive committees for decision-making, change management, and communications
- Collaborate with University-wide leadership to continuously improve processes, policies and procedures
- Apply Harvard University's IT technical standards and best practices
- Strong motivation to understand user needs
- 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