

Information Technology Job Function

IT Project Mgt VI

Grade: 60

Job Code: I0060M

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 involving multiple disciplines to be managed. Oversee and direct all operations related to strategic planning and short and long-range IT and organizational goals.

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
- Ensure alignment of project with strategic objectives and directions
- Evaluate and assess metrics and project/program effectiveness
- Strong motivation to understand user needs
- 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
- Develop and steward senior internal and external relationships; represent the school/unit at the university level and to external constituencies
- 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
- 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 (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