

Information Technology Job Function

IT RC Facilitation Mgt VI

Grade: 60

Job Code: I1160M

Job Family: IT Research Computing

Job Family Matrix: [IT Research Computing](#)

Summary

Make strategic decisions regarding the facilitation and education investments to keep up with the pace of complex research problems. Set strategy for engaging with faculty research groups and partnering on grants. Direct, lead and participate in cross-functional management teams and projects. Engage and collaborate with other academic, library, and research leadership.

Typical 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
- Provide expert knowledge to researchers in the broad use of large-scale computing and data services
- Manage team resources, time and projects
- Contribute to budget setting for the maintenance and operational costs and future RC investments
- Build and maintain relationships with faculty researchers and technical leads and participate in funding opportunities
- Engage and collaborate with other academic, library and research leadership
- Contribute best practices documentation, present at conferences, or publish in peer reviewed journals
- Remain current in larger landscape of trainings on specific areas of technology, software or tools
- Promote trainings for staff in broad area of large-scale computing and data services
- Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct

Basic Qualifications

- Minimum of eleven years' post-secondary education or relevant work experience
- Minimum of two years of mentoring or project management

Additional Qualifications and Skills

Certificates and Licenses

- Completion of Harvard IT Academy specified foundational courses (or external equivalent) preferred

Physical Requirements

Working Conditions

- Occasionally required to work outside of normal business hours, and may be contacted during off hours