

Information Technology Job Function

IT RC Software/Data Mgt IV

Grade: 58

Job Code: I1258M

Job Family: IT Research Computing

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

Summary

Design, plan, and implement software and data services that support and enrich research productivity and reliability. Develop software and data services with researchers to ensure that modern standards of reproducible research are kept.

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
- Advise researchers in the design, planning, and implementation of software or data analysis that enriches research productivity and reliability
- Build deep understanding with specific research activities through regular engagements
- Develop a scope of work and timely project plan with regular milestones
- Build and maintain software code and custom data processing pipelines for complex environments
- Apply firm understanding of numerical methods or data analysis in develop custom solutions to meet researchers needs
- Work in a team of developers and researchers in collaboration with systems professionals
- Provide regular communications to PI's/stakeholders with project updates
- Build internal code design and development guides for future contributors
- Build advanced curriculum and teach workshops for researchers on sustainable software and data management practices that preserve the reproducibility of their research domain
- Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct

Basic Qualifications

- Minimum of seven years' post-secondary education or relevant work experience

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