

## Information Technology Job Function

### IT Release Mgt V

Grade: 59

Job Code: I0259M

Job Family: IT Project Management

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

#### Summary

Lead development and implementation of complex information technology release projects, requiring Installation, and software testing for use in the department or school.

#### 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
- Coordinate with PM, facilitator, and product owner to develop schedule for release
- Apply system architecture and process design
- Lead release execution
- Provide tools and services to help product management and project teams manage and deploy releases into production
- Oversee production environment testing
- Oversee related systems administration
- Ensure compliance with auditable processes as appropriate
- Responsible for ensuring regular patch/upgrades to applications, systems, security, or hardware in accordance with product owner's product roadmap
- May provide first level technical support for software
- Absorb and leverage project related technology to ensure effective project management and collaboration
- Recommend and take action to direct the analysis and solution of problems; revise, as appropriate, to meet changing needs and requirements
- 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

- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of information technology applications, processes, software, equipment and networking
- Knowledge of advanced IT project management principles
- Demonstrated experience managing cross-functional IT projects
- 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