

Information Technology Job Function

IT Reporting and Analytics Mgt III

Grade: 57

Job Code: I1457M

Job Family: IT Data Management

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

Summary

Independently assist in the design, development, maintenance and support of a data management system.

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
- Interview business owners to understand business problem, document solution and timeline
- Write programs to analyze data in a complex data environment and advance cross-functional workforce planning projects through project management and consultative services
- Design and evaluate test data and generate reports and tables of statistical results using a variety of tools (query and database)
- Research, develop and analyze metrics for projects and programs
- Collaborate with technical staff to standardize and systemize routine reports, dashboards, and metrics
- Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct

Basic Qualifications

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

Additional Qualifications and Skills

- Supervisory experience
- Minimum two years' additional post-secondary education or relevant work experience
- Advanced proficiency in MS Office applications
- Advanced knowledge of and experience applying data analytics, data visualization and business intelligence principles
- Demonstrated cross-functional project management experience
- Strong written, verbal and visual communication and presentation skills
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor
- Knowledge of relevant business sector

Certificates and Licenses

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

Physical Requirements

Working Conditions

- Work is performed in an office setting