

Information Technology Job Function

IT Reporting and Analytics Mgt IV

Grade: 58

Job Code: I1458M

Job Family: IT Data Management

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

Summary

Responsible for overall data management design and construction, ensuring optimization of data access, integration, and utilization. Manage interface and connectivity between multiple data storage sources using advanced database administration expertise.

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/question; collect, analyze and present data to identify trends, causes, risks and opportunities
- Conceptualize, research, design, develop and deliver complex reports and analyses
- Leverage a variety of qualitative and quantitative techniques, including predictive analysis and visualization, to derive valuable, actionable information from data
- Develop business applications to provide a comprehensive suite of self-service solutions; may test prototype software and participate in approval and release process for software
- Implement solutions to standardize and systemize routine reports, dashboards, and metrics
- Advocate for the implementation of data standards and value of common data elements to business partners; Identify gaps in data/collection processes
- Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct

Basic Qualifications

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

Additional Qualifications and Skills

- 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