

Information Technology Job Function

IT Reporting and Analytics Mgt VI

Grade: 60

Job Code: I1460M

Job Family: IT Data Management

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

Summary

Determine long range strategic objectives and provide leadership in advocating the use of information. Responsible for the development and implementation of information and reporting systems and tools. Understand and accommodate user needs and provide solutions to enhance business decision making capabilities. Solve unique problems that have broad impact, and design and gain resources to carry out solution(s).

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
- Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, operating procedures and budgeting
- Develop and implement data analytics infrastructure and systems; determine appropriate functionalities and capacities to meet user needs
- Lead the design and development of reporting
- Develop, implement and evaluate key metrics to understand significant trends and measure impact; communicate actional findings
- May be responsible for budget planning, monitoring, and vendor contracting
- Collaborate with senior leadership to identify opportunities to use data analytics; lead the implementation and adoption of solutions
- Design and implement effective training programs
- 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
- Supervisory experience

Additional Qualifications and Skills

- Minimum three 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