

Information Technology Job Function

IT Reporting and Analytics Professional V

Grade: 59

Job Code: I1459P

Job Family: IT Data Management

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

Summary

Provide leadership in advocating for and expanding the use of data analytics; lead a variety of projects, data consulting, and quantitative analysis services to a broad range of clients. Support strategic objectives based on an informed, fact-based, and analytical understanding. Focus on big-picture and strategic issues; develop policy. Projects are large, complex, and multi-faceted.

Typical Core Duties

- Advocate for the use of analytics to support strategic decisions
- Conduct business needs gathering and assessment, data modeling, dashboard design, implementation of security rights, thorough testing, orchestrating releases into production, and announcing new applications to the wider audience and providing user support
- Lead a variety of special projects, data consulting and quantitative analysis services for a wide range of clients
- Collaborate with technical partners and develop analytics applications
- Communicate and explain findings to various audiences in a way that makes an impact and is easily comprehensible
- Collaborate with University leaders responsible for strategy and decision making to identify and deliver key measures
- 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

- 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