

Information Technology Job Function

IT Service Management Mgt IV

Grade: 58

Job Code: I1758M

Job Family: Enterprise IT Management

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

Summary

Research, design, document, implement, configure, and validate solutions to business and associated service delivery needs. Solve highly complex technical problems. May manage multiple projects simultaneously.

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
- Work at an expert level within a team on most phases of service analysis and consider the business implications of technology applications to the current and future business environment
- Collaborate with stakeholders to translate business/service/change management needs into systems requirements and scoping
- Define systems/service requirements, conduct gap analysis, and identify feasible alternative solutions that meet defined business/service management objectives
- Responsible for business transition management to ensure that systems are understood by users; ensure that transitioned services deliver the value users expect
- Contribute to establishment of key performance indicators and service quality measures
- Contribute to budget planning
- Contribute to the development of plans and policies for a unit/school
- Advise unit/school
- 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 Excel skills
- Knowledge of information technology applications, processes, software and equipment
- Highly specialized knowledge of a specific technology
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor

Certificates and Licenses

- Completion of Harvard IT Academy specified foundational courses (or external equivalent) preferred
- ITIL v3 or v4 Foundations certification desired; ITIL intermediate (or higher) certifications strongly preferred

Physical Requirements

Working Conditions

- Work is performed in an office setting

