**ATTACHMENT 1**

**STATEMENT OF WORK**

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| **Nominated Candidate** |  |
| **Role** | Project Manager (multiple) |
| **Contract Commencement Date** | On or after 2 August 2021 |
| **Contract Expiry Date** | Up to 24 months from commencement date. |
| **Purpose of Services:** | Professional Services (Clause 7.11) |
| **Role Description** | The Project Manager is accountable under broad direction to provide effective leadership of a technical Information Communications and Technology project within a Program. The Project Manager possesses the ability to receive instruction from executive staff and collaborate between a broad range of stakeholders to ensure project scope, plan and deliverables are within the agreed time, budget and quality parameters. |
| **SFIA Level of Responsibility Required**  *Description Below* | The Specified Person will be expected to demonstrate attributes of SFIA Level of Responsibility 5 |
| **SFIA Skills Required**  *Description Below* | PRMG 5 |
| **Other Skills and Knowledge** | **Statement of Suitability Against Other Skills and Knowledge** |
| 1. Knowledge of project management methodologies, including delivering projects within Managing Successful Programmes (MSP) framework and Benefits realisation. |  |
| 1. Industry recognised Project Management qualifications and a minimum of five years project management experience. |  |
| 1. Proven experience in Commonwealth complex procurement process and Request for Tender processes is desirable. |  |
| 1. Contract management experience is desirable. |  |
| 1. Experience in developing acquisition strategies for future work is desirable. |  |
| **Major Responsibilities:** | **Statement of Suitability Against Major Responsibilities** |
| 1. Ensure projects are completed on time, on budget, within scope, and to the business requirements whilst ensuring quality standards are met. |  |
| 1. Manage project resources including the procurement of contracted services. |  |
| 1. Manage risks and minimise the impacts throughout the lifecycle of the project. |  |
| 1. Plan and manage all phases of the project lifecycle, including requirements analysis, system design, specification, testing, implementation and evaluation. |  |
| 1. Maintain project budgets and control costs, schedule and quality of project activities. |  |
| 1. Prepare status reports for program management, business stakeholders and senior executives. |  |
| 1. Advise senior management on issues, provide solution options, and implement management decisions to resolve issues. |  |
| **Other Features of the Role (e.g. location, travelling, shift hours,)** | **Service Provider Response** |
| 1. The roles are primarily Canberra based, within minimal travel, however the ability to self-transport between local sites in the most efficient means is required. There may be some domestic travel required. |  |
| Prepared by: Jess Modini  Date: 6 May 2021  Authorised by: Jacqui Barr, Director-MAD, ACSC, ASD | |

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| **SFIA Core Competencies** | |
| **SFIA Level Of Responsibility 5** | |
| **Autonomy** | Works under broad direction. Work is often self-initiated. Is fully responsible for meeting allocated technical and/or project/supervisory objectives. Establishes milestones and has a significant role in the assignment of tasks and/or responsibilities. |
| **Influence** | Influences organisation, customers, suppliers, partners and peers on the contribution of own specialism. Builds appropriate and effective business relationships. Makes decisions which impact the success of assigned work, i.e. results, deadlines and budget. Has significant influence over the allocation and management of resources appropriate to given assignments. |
| **Complexity** | Performs an extensive range and variety of complex technical and/or professional work activities. Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts. Understands the relationship between own specialism and wider customer/organisational requirements. |
| **Business skills** | Advises on the available standards, methods, tools and applications relevant to own specialism and can make appropriate choices from alternatives. Analyses, designs, plans, executes and evaluates work to time, cost and quality targets. Assesses and evaluates risk. Communicates effectively, both formally and informally. Demonstrates leadership. Facilitates collaboration between stakeholders who have diverse objectives. Takes all requirements into account when making proposals. Takes initiative to keep skills up to date. Mentors colleagues. Maintains an awareness of developments in the industry. Analyses requirements and advises on scope and options for continuous operational improvement. Demonstrates creativity, innovation and ethical thinking in applying solutions for the benefit of the customer/stakeholder. |
| **SFIA Professional Skill Level Description** | |
| **PRMG 5** | Takes full responsibility for the definition, approach, facilitation and satisfactory completion of medium scale projects (typically with direct business impact and firm deadlines). Identifies, assesses and manages risks to the success of the project. Ensures that realistic project plans are maintained and ensures regular and accurate communication to stakeholders, consistent with the methods in use (agile, waterfall, etc). Ensures Quality reviews occur on schedule and according to procedure. Manages the change control procedure, and ensures that project deliverables are completed within agreed cost, timescale and resource budgets, and are signed off. Provides effective leadership to the project team, and takes appropriate action where team performance deviates from agreed tolerances. |