**ATTACHMENT 1**

**STATEMENT OF WORK**

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| **Nominated Candidate** |  |
| **Role** | Program Manager, GEOINT Program Strategy and Governance, GEOINT Capability Integration Branch |
| **Contract Commencement Date** | On or after 8 October 2021 |
| **Contract Expiry Date** | 24 months from contract commencement |
| **Purpose of Services:** | Professional Services (Clause 7.11) |
| **Role Description** | The Programme Manager is responsible for leading the development and implementation of the GEOINT Program document suite, and management tools/processes.  |
| **SFIA Level of Responsibility Required***Description Below* | The Specified Person will be expected to demonstrate attributes of SFIA Level of Responsibility 6 |
| **SFIA Skills Required***Description Below* | PGMG 6PROF 6 |
| **Other Skills and Knowledge** | **Statement of Suitability Against Other Skills and Knowledge** |
| 1. Knowledge of the Australian Geospatial-Intelligence Organisation and its mission systems is highly desirable but not essential.
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| **Major Responsibilities:**  | **Statement of Suitability Against Major Responsibilities** |
| 1. Develop and maintain a collaborative program environment that supports the projects within it. Provide leadership and advice to members of the GEOINT Capability Integration Branch on both planning and delivery assurance.
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| 1. Lead the development of team objectives for short term tasks and strategic planning for longer-term initiatives. Specifically, you will be responsible to develop and manage the implementation of the Program Strategy and Program Operational Concept.
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| 1. Monitor the Program’s delivery of capability, specifically through the scoping, development and issue of a Program benefits realisation plan and map.
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| 1. Develop a Program governance and assurance framework which will enable decision makers to decide on key Program issues, as required and focusing on schedule, scope and budget alignment
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| 1. Communicate the program status clearly, accurately with integrity and transparency to a senior audience.

Provide accurate and specialised advice including anticipating problems and contributing to issues management.  |  |
| 1. Lead and manage large stakeholder groups focused on co-ordinating those capabilities that span multiple programs and support program reviews, reporting mechanisms and business outcomes.
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| 1. Manage resourcing allocations into the Program, including submissions into the IIP Bi-Annual and DCAP processes.
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| 1. Advise and ensure improvement and enhancement of organisational methodologies and procedures.
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| **Other Features of the Role (e.g. location, travelling, shift hours,)** | **Service Provider Response** |
| 1. Daily, face to face, interactions with Canberra based project teams and senior audiences is required.
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| Prepared by: Leyla AlpaslanDate: 02/09//2021Authorised by: Keith Dalgleish |
| **SFIA Core Competencies** |
| **SFIA Level Of Responsibility 6** |
| **Autonomy** | Has defined authority and accountability for actions and decisions within a significant area of work, including technical, financial and quality aspects. Establishes organisational objectives and assigns responsibilities. |
| **Influence** | Influences policy and strategy formation. Initiates influential relationships with internal and external customers, suppliers and partners at senior management level, including industry leaders. Makes decisions which impact the work of employing organisations, achievement of organisational objectives and financial performance. |
| **Complexity** | Has a broad business understanding and deep understanding of own specialism(s). Performs highly complex work activities covering technical, financial and quality aspects. Creatively applies a wide range of technical and/or management principles. |
| **Business skills** | Absorbs complex information and communicates effectively at all levels to both technical and non-technical audiences. Manages and mitigates risk. Understands the implications of new technologies. Demonstrates clear leadership. Understands and communicates industry developments, and the role and impact of technology in the employing organisation. Promotes compliance with relevant legislation. Takes the initiative to keep both own and colleagues’ skills up to date. |
| **SFIA Professional Skill Level Description**  |
| **PGMG 6** | Plans, directs, and co-ordinates activities to manage and implement a programme from contract/proposal initiation to final operational stage including the transition into “business-as-usual”; plans, schedules, monitors, and reports on activities related to the programme. Ensures that programmes are managed to realise business benefits and that programme management is informed by an awareness of current technical developments. |
| **PROF 6** | Defines the approach / policy and sets standards for the support provided for managing and monitoring portfolios, programmes, and projects. This can also include: the governance / management of resources, directing and leading the implementation and on-going operation of an effective service organisation, ensuring delivery of effective services / resources in line with current and planned demand and reviewing the effective provision. |