**ATTACHMENT 2**

**STATEMENT OF WORK**

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| **Nominated Candidate** | |  |
| **Role** | | Project Manager for CMG (multiple positions) |
| **Contract Commencement Date** | | ASAP |
| **Contract Expiry Date** | | 12 or 24 months after commencement |
| **Purpose of Services:** | | Professional Services (Clause 7.11) |
| **Role Description** | | CMG requires the services of suitably qualified project manager to plan, manage and lead the day to day work of medium-scale projects.  The service provider will oversee the maintenance of adequate records to validate compliance with approved management planning requirements and project management methodologies.  The program of projects is diverse with variation in scale and complexity. Project managers will be key to ensuring the successful deployment of new or expanded capabilities into service. |
| **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  CIPM 5 |
| **Other Skills and Knowledge** | | **Statement of Suitability Against Other Skills and Knowledge** |
| 1. Demonstrated experience in leading multi-disciplinary project teams. | |  |
| 1. Demonstrated experience in reviewing technical documentation. | |  |
| 1. Broad understanding of the national security community and key processes. | |  |
| 1. Demonstrated capacity to deliver projects in a resource constrained environment. | |  |
| 1. Proficiency in Microsoft Project or other project management applications. | |  |
| **Major Responsibilities:** | | **Statement of Suitability Against Major Responsibilities** |
| 1. Lead complex ICT projects or elements of a project ensuring that time, cost and quality targets are achieved. | |  |
| 1. Maintain and utilise systems for the management of the project (e.g. project schedule systems, financial systems). | |  |
| 1. Lead requirements definition and scoping activities in order to clarify and define the scope of projects. | |  |
| 1. Coordinate and manage human and financial resources for the delivery of the project. | |  |
| 1. Establish and maintain project planning artefacts in accordance with the endorsed project management methods and ensure their continued suitability to define, control and manage all work associated with a project. | |  |
| 1. Undertake risk management through the delivery of the project to identify, analyse, evaluate, treat and review the risks and issues associated with delivering the requirement. Proactively engage with stakeholders in relation to risks and issues management. | |  |
| 1. Manage and influence stakeholders’ expectations through the life of the project and support project governance bodies as necessary. | |  |
| 1. Manage and lead the deployment of complex ICT capabilities into the business in a way that is compatible with business operations. | |  |
| 1. In consultation with relevant stakeholders, identify and resolve resource conflicts and schedule tasks to optimise use of personnel. | |  |
| 1. Transfer skills to ASD personnel in relation to providing project management services identified above. | |  |
| **Other Features of the Role (e.g. location, travelling, shift hours,)** | | **Service Provider Response** |
| 1. The role is based in Canberra. Limited travel within Australia may be required. | |  |
| Prepared by: Effie Belbin  Date: 25 November 2020  Authorised by: Giselle Amos | | |
| **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. | |
| **CIPM 5** | Creates the business readiness plan, taking into consideration IT deployment, data migration, capability deployment (training and engagement activities) and any business activities required to integrate new digital processes or jobs into the business as usual environment. Determines the readiness levels of business users with regard to upcoming changes; uncovers readiness gaps and creates and implements action plans to close the gaps prior to going live. Assists the user community in the provision of transition support and change planning and liaises with the project team. Monitors and reports progress on business readiness targets, business engagement activity, training design and deployment activities, key operational metrics and return to productivity measures. Defines the series and sequence of activities to bring stakeholders to the required level of commitment, prior to going live. | |