**ATTACHMENT 1**

**STATEMENT OF WORK**

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| **Nominated Candidate** |  |
| **Role** | Business Analyst – Multiple Positions |
| **Contract Commencement Date** | ASAP |
| **Contract Expiry Date** | Contract terms between 12 and 24 months will be considered. |
| **Purpose of Services:** | Professional Services (Clause 7.11). |
| **Role Description** | SIGINT and Network Operations Group – Systems Project Office (SNO-SPO) within the Australian Signals Directorate (ASD), will deliver cutting edge capabilities to Defence through a variety of different programmes and projects. To facilitate this ASD has a requirement for a Business Analyst.  The Business Analyst/Product Owner will be responsible forcustomer engagement, process modelling and development of system requirements. They will also be responsible for engaging with the team to ensure customer requirements are well understood and expectations on both sides are appropriately managed.  This position is responsible for the elicitation of business and technical requirements and the modelling of new and existing business processes to inform technical capability delivery for a fast paced, dynamic business unit.  The successful candidate will contribute to the support of one of our capabilities within a program. This will involve working with business stakeholders, project managers, systems architects and delivery teams as required to elicit and communicate requirements for successful outcomes. Prioritisation, stakeholder engagement and exceptional communication are all key requirements. |
| **SFIA Level of Responsibility Required** *Description Below* | The Specified Person will be expected to demonstrate attributes of SFIA Level of Responsibility 4 |
| **SFIA Skills Required**  *Description Below* | BUAN 4  REQM 4 |
| **Other Skills and Knowledge** | **Statement of Suitability Against Other Skills and Knowledge** |
| 1. N/A |  |
| **Major Responsibilities:** | **Statement of Suitability Against Major Responsibilities** |
| 1. Manage stakeholder engagement meetings involving customers that have unique and often conflicting requirements and priorities. |  |
| 1. Gather, document, communicate and manage business and technical requirements. |  |
| 1. Model moderately complex business processes. |  |
| 1. Provide advice on moderately complex systems design within a Services Oriented Architecture. |  |
| 1. Escalate issues and work with the team to prioritise feature delivery. |  |
| 1. Work with the development teams to continually improve Agile processes. |  |
| 1. Communicate customer and developer needs regarding system improvements, enhancements, and elimination of problems and inefficiencies and acceptance testing, ensuring mutually beneficial outcomes. |  |
| 1. Assist in the development and management of a prioritised schedule of work. |  |
| 1. Work with other business analysts and product owners to ensure applications are complimentary, fit for purpose and integrated wherever appropriate. |  |
| **Other Features of the Role (e.g. location, travelling, shift hours,)** | **Service Provider Response** |
| 1. The role is based in Canberra with minimal travel. |  |
| Prepared by: Darrell Malone  Date: 11/12/2020  Authorised by: Travis Alexander | |

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| **SFIA Core Competencies** | |
| **SFIA Level Of Responsibility 4** | |
| **Autonomy** | Works under general direction within a clear framework of accountability. Exercises substantial personal responsibility and autonomy. Plans own work to meet given objectives and processes. |
| **Influence** | Influences customers, suppliers and partners at account level. May have some responsibility for the work of others and for the allocation of resources. Participates in external activities related to own specialism. Makes decisions which influence the success of projects and team objectives. |
| **Complexity** | Work includes a broad range of complex technical or professional activities, in a variety of contexts. Investigates, defines and resolves complex issues. |
| **Business skills** | Selects appropriately from applicable standards, methods, tools and applications. Communicates fluently, orally and in writing, and can present complex information to both technical and non-technical audiences. Facilitates collaboration between stakeholders who share common objectives. Plans, schedules and monitors work to meet time and quality targets. Rapidly absorbs new information and applies it effectively. Maintains an awareness of developing technologies and their application and takes some responsibility for driving own development. |
| **SFIA Professional Skill Level Description** | |
| **BUAN 4** | Investigates operational requirements, problems, and opportunities, seeking effective business solutions through improvements in automated and non-automated components of new or changed processes. Assists in the analysis of stakeholder objectives, and the underlying issues arising from investigations into business requirements and problems, and identifies options for consideration. Works iteratively with stakeholders, to identify potential benefits and available options for consideration, and in defining acceptance tests. |
| **REQM 4** | Facilitates scoping and business priority-setting for change initiatives of medium size and complexity. Contributes to selection of the most appropriate means of representing business requirements in the context of a specific change initiative, ensuring traceability back to source. Discovers and analyses requirements for fitness for purpose as well as adherence to business objectives and consistency, challenging positively as appropriate. Obtains formal agreement by stakeholders and recipients to scope and requirements and establishes a base-line on which delivery of a solution can commence. Manages requests for and the application of changes to base-lined requirements. Identifies the impact on business requirements of interim (e.g. migration) scenarios as well as the required end position. |