**ATTACHMENT 2**

**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 will be responsible for customer engagement, process modelling and development of system requirements. This position is responsible for the elicitation of business and technical requirements and the modelling of new and existing business processes to inform ICT project delivery for a fast paced, dynamic business unit.  The Business Analyst will work independently within broad guidelines to contribute to multiple projects within the program. This will involve working with business stakeholders, project managers, systems architects and delivery teams as required to elicit and communicate requirements for successful delivery. The Senior Business Analyst will work with Agile teams to improve Agile processes that ensure customers’ needs are understood and eventually satisfied.  The Business Analyst Interprets the business needs and works with architects and system engineers to ensure the customers’ fundamental needs are understood at a basic level. The role is required to work with engineers and architects to satisfy business needs within the strategic technology direction of the organisation.  The program of work has multiple projects which range in size. The successful candidate may be required to work across one or more of these projects. |
| **SFIA Level of Responsibility Required** *Description Below* | | The Specified Person will be expected to demonstrate attributes of SFIA Level of Responsibility LOR 5 |
| **SFIA Skills Required**  *Description Below* | | BUAN 5  REQM 5 |
| **Other Skills and Knowledge** | | **Statement of Suitability Against Other Skills and Knowledge** |
| 1. Not Applicable | |  |
| **Major Responsibilities:** | | **Statement of Suitability Against Major Responsibilities** |
| 1. Provide leadership in stakeholder engagement and manage relationships with customers that have unique and often conflicting requirements and priorities | |  |
| 1. Lead the process for gathering, documenting, communicating and managing requirements | |  |
| 1. Model complex business processes | |  |
| 1. Provide advice and leadership on complex systems design within a Services Oriented Architecture | |  |
| 1. Work with the project management team to prioritise feature delivery and manage risks to project scope and schedule | |  |
| 1. Work with the development teams to continually improve Agile processes. | |  |
| 1. Communicate business requirements to developers involved in system improvements, enhancements, and elimination of problems and inefficiencies. | |  |
| 1. Work with product owners and project managers to establish requirements specifications that show understanding of the organisation’s strategic requirements and technology strategy | |  |
| 1. Work with business analysts and product owners to ensure applications are complimentary 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 | | |
| **SFIA Core Competencies** | | |
| **SFIA Level Of Responsibility (LOR 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** | | |
| **BUAN 5** | Takes responsibility for investigative work to determine business requirements and specify effective business processes, through improvements in information systems, information management, practices, procedures, and organisation change. Applies and monitors the use of modelling and analysis tools, methods and standards, giving special consideration to business perspectives. Collaborates with stakeholders at all levels, in the conduct of investigations for strategy studies, business requirements specifications and feasibility studies. Prepares business cases which define potential benefits, options for achieving these benefits through development of new or changed processes, and associated business risks. | |
| **REQM 5** | Facilitates scoping and business priority setting for large or complex changes, engaging senior stakeholders as required. Selects the most appropriate means of representing business requirements in the context of a specific change initiative. Drives the requirements elicitation process where necessary, identifying what stakeholder input is required. Obtains formal agreement from a large and diverse range of potentially senior stakeholders and recipients to the scope and requirements, plus the establishment of a base-line on which delivery of a solution can commence. Takes responsibility for the investigation and application of changes to programme scope. Identifies the impact on business requirements of external impacts affecting a programme or project. | |