**ATTACHMENT 1**

**STATEMENT OF WORK**

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| **Nominated Candidate** |  |
| **Role** | Project Support Officer – 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 programs and projects. To facilitate this ASD has a requirement for Project Support Officers.  The Project Support Officer will work under routine direction to assist several team leads in the delivery of the Project. Duties will include assisting with project procurement activities, recordkeeping, organising and minuting meetings and general administrative tasks. The incumbent will be required to function within broad guidelines and be willing to identify solutions to common administrative problems. They will need to be a self-starter and have an ability to work within strict timeframes.  The role will require project support skills and a proven ability to work within an integrated team of technical/non-technical personnel. |
| **SFIA Level of Responsibility Required** *Description Below* | The Specified Person will be expected to demonstrate attributes of SFIA Level of Responsibility 2 (LOR 2) |
| **SFIA Skills Required** *Description Below* | PROF 2 |
| **Other Skills and Knowledge** | **Statement of Suitability Against Other Skills and Knowledge** |
| 1. Demonstrated Project Officer Competencies within the ICT field. |  |
| 1. Procurement experience (preferably in a Defence environment) |  |
| **Major Responsibilities:** | **Statement of Suitability Against Major Responsibilities** |
| 1. With guidance from team leads, procure goods and services for ICT systems and administer arrangements for ICT systems |  |
| 1. With guidance from team leads, assist with the development of procurement documentation in accordance with Defence procurement rules. |  |
| 1. With guidance from team leads, assist with the development of project documentation in accordance with project management methodology. |  |
| 1. Assist with routine record keeping, including using the organisation’s electronic record keeping system. |  |
| 1. Assist with the establishment standard operating procedures for common administrative tasks. |  |
| 1. With guidance from team leads, assist with the logging of risks and issues. |  |
| 1. With guidance from team leads, assist with the tracking and reporting of team action items. |  |
| 1. Assist with the organisation of meetings, and minute taking during meetings. |  |
| 1. Assist with editing technical and project related documents, and publish documents on the intranet. |  |
| **Other Features of the Role (e.g. location, travelling, shift hours,)** | **Service Provider Response** |
| 1. The role is based in Canberra with minimal to no travel |  |
| Prepared by: Darrell Malone  Date: 11/12/2020  Authorised by: Travis Alexander | |

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| **SFIA Core Competencies** | |
| **SFIA Level Of Responsibility (LOR 2)** | |
| **Autonomy** | Works under routine direction. Uses limited discretion in resolving issues or enquiries. Works without frequent reference to others.. |
| **Influence** | Interacts with and may influence immediate colleagues. May have some external contact with customers, suppliers and partners. May have more influence in own domain. |
| **Complexity** | Performs a range of work activities in varied environments. May contribute to routine issue resolution. |
| **Business skills** | Understands and uses appropriate methods, tools and applications. Demonstrates a rational and organised approach to work. Identifies and negotiates own development opportunities. Has sufficient communication skills for effective dialogue with customers, suppliers and partners. Is able to work in a team. Is able to plan, schedule and monitor own work within short time horizons. Absorbs new information when it is presented systematically and applies it effectively. |
| **SFIA Professional Skill Level Description** | |
| **PROF 2** | Assists with the compilation of portfolio, program and project management reports. Maintains program and project files from supplied actual and forecast data. |