**ATTACHMENT 2**

**STATEMENT OF WORK**

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| **Nominated Candidate** | |  |
| **Role** | | Project Manager – 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 a number of Project Managers to oversee projects under limited direction.  The Project Manager will be a highly organised, dynamic, outcome orientated individual with excellent communication skills who is confident to break down large projects into discrete work packages from concept to delivery, for a diverse range of customers.  The Project Manager is responsible for leading the planning and implementation of projects, including defining the scope and requirements, developing plans and schedules, managing the project’s budget, overseeing and planning resource allocation and work packages, managing risks and issues and communicating formally and informally on the project’s progress.  ASD seeks Project Managers who can think critically and utilise their excellent problem solving skills, as well as undertake negotiations, delegate effectively, and make timely decisions. |
| **SFIA Level of Responsibility Required** *Description Below* | | The Specified Person will be expected to demonstrate attributes of SFIA Level of Responsibility 4 (LOR 4) |
| **SFIA Skills Required** *Description Below* | | PRMG 4 |
| **Other Skills and Knowledge** | | **Statement of Suitability Against Other Skills and Knowledge** |
| 1. Demonstrated acquisition and sustainment project management competencies | |  |
| 1. Procurement experience (preferably in a Defence context). | |  |
| 1. Experience with requirements capture and definition. | |  |
| **Major Responsibilities:** | | **Statement of Suitability Against Major Responsibilities** |
| 1. Manage Project budget, project delivery and sustainment matters. | |  |
| 1. Engage with stakeholders and conduct requirements definition and scoping activities to clarify and define the scope of projects. | |  |
| 1. Contribute to activities for planning, requirements analysis, system design / development, testing, implementation and transition to operations. | |  |
| 1. Undertake project risk management to identify, analyse, evaluate, treat and review risks and issues. | |  |
| 1. Co-ordinate project resourcing according to project priorities. | |  |
| 1. Escalate issues and seek advice from Senior Project Manager in a timely manner. | |  |
| 1. Conduct project stage review and reporting, financial management, risk and issue management. | |  |
| 1. Develop and contribute to project documentation including but not limited to Project Plan/Proposal, Stage Plans, Developing procedures, Exception Reports, Completion Reports Management of project risks and issues. | |  |
| 1. Conduct procurement activities to support wider project requirements. | |  |
| **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 | | |
| **SFIA Core Competencies** | | |
| **SFIA Level Of Responsibility Level 4 (LOR 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** | | |
| **PRMG 4** | Defines, documents and carries out small projects or sub-projects (typically less than six months, with limited budget, limited interdependency with other projects, and no significant strategic impact), alone or with a small team, actively participating in all phases. Identifies, assesses and manages risks to the success of the project. Agrees project approach with stakeholders, and prepares realistic plans (including quality, risk and communications plans) and tracks activities against the project schedule, managing stakeholder involvement as appropriate. Monitors costs, timescales and resources used, and takes action where these deviate from agreed tolerances. Ensures that own projects are formally closed and, where appropriate, subsequently reviewed, and that lessons learned are recorded. | |