**ATTACHMENT 3**

**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 5 |
| **SFIA Skills Required** *Description Below* | | PRMG 5 |
| **Other Skills and Knowledge** | | **Statement of Suitability Against Other Skills and Knowledge** |
| 1. High level acquisition and sustainment project management competencies | |  |
| 1. Procurement experience (preferably in a Defence context). | |  |
| **Major Responsibilities:** | | **Statement of Suitability Against Major Responsibilities** |
| 1. Take full responsibility for leading and managing activities for planning, development and implementation of projects and systems to meet organisational requirements. | |  |
| 1. Advise and ensure improvement and enhancement of organisational project methodologies. | |  |
| 1. Lead and manage capability lifecycles of systems development or enhancement. | |  |
| 1. Plan, initiate and manage procurements to support program and organisational requirements. | |  |
| 1. Lead and manage large stakeholder groups focused on business outcomes. | |  |
| 1. Lead and manage project review and reporting mechanisms. | |  |
| 1. Lead and manage project financial management, change control and quality reporting. | |  |
| 1. Coordinate project resourcing according to project priorities. | |  |
| 1. Identify and manage project risk and issue management and reporting. | |  |
| 1. Provide leadership and advice to junior Project Managers and Project Support Officers and project teams. | |  |
| 1. Escalate issues and seek advice from executive management in a timely manner. | |  |
| 1. Plan organisational resourcing to meet business requirements. | |  |
| 1. Contribute to the continuous improvement process by developing and enhancing procedures. | |  |
| **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 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** | 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 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. | |