**ATTACHMENT 1**

**STATEMENT OF WORK**

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| **Nominated Candidate** | |  |
| **Role** | | System Administrator – 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 System Administrator.  The System Administrator is required to provide system administrative support under general direction in a key capability domain; participate within a business environment that is in a complex, emerging domain and operates at a rapid pace. |
| **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* | | SYSP 4  ASUP 4  SINT 3  ITOP 3  STMG 3 |
| **Other Skills and Knowledge** | | **Statement of Suitability Against Other Skills and Knowledge** |
| 1. Hadoop | |  |
| **Major Responsibilities:** | | **Statement of Suitability Against Major Responsibilities** |
| 1. Install, configure and maintain Linux based systems. | |  |
| 1. Configure Puppet and Ansible to prepare and replicate system builds under broad direction. | |  |
| 1. Assist in the continuous improvement process by developing and enhancing procedures. | |  |
| 1. Navigate a complex business environment under broad direction and in doing so, be prepared to approach a wide variety of engaged stakeholders. | |  |
| 1. Communicate with diverse stakeholder groups in technical and business process terms. | |  |
| 1. Write documentation in accordance with ASD policies and 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: 17/12/2020  Authorised by: Travis Alexander | | |
| **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** | | |
| **SYSP 4** | Reviews system software updates and identifies those that merit action. Tailors system software to maximise hardware functionality. Installs and tests new versions of system software. Investigates and coordinates the resolution of potential and actual service problems. Prepares and maintains operational documentation for system software. Advises on the correct and effective use of system software. | |
| **ASUP 4** | Maintains application support processes, and checks that all requests for support are dealt with according to agreed procedures. Uses application management software and tools to investigate issues, collect performance statistics and create reports. | |
| **SINT 3** | Defines the integration build and produces a build definition for generation of the software. Accepts software modules from software developers, and produces software builds for loading onto the target hardware from software source code. Configures the hardware environment, produces integration test specifications, conducts tests and records the details of any failures. Carries out and reports fault diagnosis relating to moderately complex problems. | |
| **ITOP 3** | Carries out agreed operational procedures, including network configuration, installation and maintenance. Uses network management tools to collect and report on network load and performance statistics. Contributes to the implementation of maintenance and installation work. Uses standard procedures and tools to carry out defined system backups, restoring data where necessary. Identifies operational problems and contributes to their resolution. | |
| **STMG 3** | Performs regular high-performance, scalable backups and restores on a schedule and tracks offsite storage. Carries out documented configuration for allocation of storage, installation and maintenance of secure storage systems as per the agreed operational procedure (e.g. using replication software to allow resilience). Identifies operational problems and contributes to their resolution (e.g. monitoring SAN for disk failures and replacing). Uses standard management and reporting tools to collect and report on storage utilisation, performance and backup statistics. | |