**ATTACHMENT 4**

**STATEMENT OF WORK**

|  |  |  |
| --- | --- | --- |
| **Nominated Candidate** | |  |
| **Role** | | System Administrator / VMware |
| **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 Lead VMware Administrator is required to assist with the management of VMware virtual environment as per the stated direction of the technical lead and manager. |
| **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* | | ITOP 4  DESN 5  PROG 3  PBMG 5 |
| **Other Skills and Knowledge** | | **Statement of Suitability Against Other Skills and Knowledge** |
| 1. VMware virtual environment, VRA, NSX, Orchestrator, VRO Manager. vRealize Log insight | |  |
| 1. Scripting using Python, Powershell | |  |
| 1. Automation using Ansible and Terraform, packer or equivalent tools | |  |
| 1. Experience with Linux and MS Windows Administration | |  |
| **Major Responsibilities:** | | **Statement of Suitability Against Major Responsibilities** |
| 1. Lead the design, configuration and installation of VMWare based infrastructure including vSphere / XSXi design and deployment. | |  |
| 1. Manage administration of HPE OneView, Onboard Administrator and Virtual Connect. | |  |
| 1. Configure and maintain access controls and resource constraints of a vSphere / ESXi environment with a diverse user base... | |  |
| 1. Setup and maintain Windows Desktop and Server operating systems. | |  |
| 1. Manage the day-to-day operations, including investigation and remedy of faults in relation to customer’s VMware virtual environment | |  |
| 1. Lead the development of standard operating procedures, including systems administration documentation. | |  |
| 1. Maintain and develop scripts used for task automation. | |  |
| 1. Lead team dialogue that drives best practice outcomes for the section. | |  |
| **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: 17/12/2020  Authorised by: Travis Alexander / Rob Barrett | | |
| **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** | 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** | | |
| **ITOP 4** | Provides technical expertise to enable the correct application of operational procedures. Uses network management tools to determine network load and performance statistics. Contributes to the planning and implementation of maintenance and installation work, including building and management of systems and components in virtualised computing environments. Implements agreed network changes and maintenance routines. Identifies operational problems and contributes to their resolution, checking that they are managed in accordance with agreed standards and procedures. Provides reports and proposals for improvement, to specialists, users and managers. | |
| **DESN 5** | Recommends/designs structures and tools for systems which meet business needs and takes into account target environment, performance & security requirements and existing systems. Delivers technical visualisation of proposed applications for approval by customer and execution by system developers. Translates logical designs into physical designs, and produces detailed design documentation. Maps work to user specification and removes errors and deviations from specification to achieve user-friendly processes. | |
| **PROG 3** | Designs, codes, tests, corrects, and documents moderately complex programs and scripts from agreed specifications and subsequent iterations, using agreed standards and tools. Collaborates in reviews of specifications, with others as appropriate. | |
| **PBMG 5** | Ensures that appropriate action is taken to anticipate, investigate and resolve problems in systems and services. Ensures that such problems are fully documented within the relevant reporting system(s). Enables development of problem solutions. Coordinates the implementation of agreed remedies and preventative measures. Analyses patterns and trends. | |