**ATTACHMENT 5**

**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 will be responsible, under general direction to set up and manage servers used by software developers and must have 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 LOR 3 |
| **SFIA Skills Required**  *Description Below* | HSIN 3  ASUP 3  PROG 2 |
| **Other Skills and Knowledge** | **Statement of Suitability Against Other Skills and Knowledge** |
| 1. Experience in Red Hat Linux enterprise 5/6/7 |  |
| 1. Experience with Dell and HP hardware using Intel processors |  |
| 1. Experience in 1G/10G networking, IT System design. |  |
| 1. Experience with Splunk, GitLab, Jenkins and Symbol, IPTables, OpenSwitch, DevOps and Image Building. |  |
| 1. Highly desirable technical skills include, but are not limited to, Unix/Linux scripting, SQL, Ruby, Python and Perl. |  |
| **Major Responsibilities:** | **Statement of Suitability Against Major Responsibilities** |
| 1. Apply System Administration principles in the installation, testing, implementation or decommissioning and removal of cabling, wiring, equipment, hardware and associated software, following plans and instructions. |  |
| 1. Setup and manage servers, including GitLab, Jenkins, Symbol Servers, static code analysis, continuous integration and testing hosts. Management of VMware ESX infrastructure |  |
| 1. Perform development to improve usability and functionality of services/systems, this will include scripting languages such as Python and shell scripting |  |
| 1. Assist in set up and configuration of Windows developer workstations |  |
| 1. Maintain and improve proprietary testing and release systems used to package, test and deliver software products. Mostly Python based systems and some UI and Web components. |  |
| 1. Assist with improving efficiency through improving development, testing and release systems and practices. |  |
| 1. Assist in 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 to no travel |  |
| Prepared by: Darrell Malone  Date: 21/01/2021  Authorised by: Travis Alexander | |

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| **SFIA Core Competencies** | |
| **SFIA Level Of Responsibility (LOR 3)** | |
| **Autonomy** | Works under general direction. Uses discretion in identifying and responding to complex issues and assignments. Usually receives specific instructions and has work reviewed at frequent milestones. Determines when issues should be escalated to a higher level. |
| **Influence** | Interacts with and influences colleagues. Has working level contact with customers, suppliers and partners. May supervise others or make decisions which impact the work assigned to individuals or phases of projects. |
| **Complexity** | Performs a range of work, sometimes complex and non-routine, in a variety of environments. Applies methodical approach to issue definition and resolution. |
| **Business skills** | Demonstrates an analytical and systematic approach to issue resolution. Takes the initiative in identifying and negotiating appropriate personal development opportunities. Demonstrates effective communication skills. Contributes fully to the work of teams. Plans, schedules and monitors own work (and that of others where applicable) competently within limited deadlines and according to relevant legislation, standards and procedures. Appreciates the wider business context, and how own role relates to other roles and to the business of the employer or client. |
| **SFIA Professional Skill Level Description** | |
| **HSIN 3** | Installs or removes hardware and/or software, using supplied installation instructions and tools including, where appropriate, handover to the client. Conducts tests, corrects malfunctions, and documents results in accordance with agreed procedures. Reports details of all hardware/software items that have been installed and removed so that configuration management records can be updated. Provides assistance to users in a professional manner following agreed procedures for further help or escalation. Reviews change requests. Maintains accurate records of user requests, contact details and outcomes. Contributes to the development of installation procedures and standards. |
| **ASUP 3** | Identifies and resolves issues with applications, following agreed procedures. Uses application management software and tools to collect agreed performance statistics. Carries out agreed applications maintenance tasks. |
| **PROG 2** | Designs, codes, tests, corrects, and documents simple programs, or scripts and assists in the implementation of software which forms part of a properly engineered information or communications system. |