**ATTACHMENT 4**

**STATEMENT OF WORK**

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| **Nominated Candidate** | |  |
| **Role** | | Asset Manager |
| **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 an Asset Manager.  The Asset Manager is expected to support Network Operations and Access Division meet its asset requirements. This includes delivering asset management activities in asset accounting, balance sheet management and financial statements analysis and reporting. The types of assets include both tangible and non-tangible assets. |
| **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* | | FMIT 4  ASMG 4 |
| **Other Skills and Knowledge** | | **Statement of Suitability Against Other Skills and Knowledge** |
| NA | |  |
| **Major Responsibilities:** | | **Statement of Suitability Against Major Responsibilities** |
| 1. Develop and implement Divisional Asset Management Plan. | |  |
| 1. Develop and maintain Project Asset Under Construction Register. | |  |
| 1. Rollout of Project Asset Under Construction Balances. | |  |
| 1. Maintain Divisional Asset Register in accordance with Defence Policy. | |  |
| 1. Escalate issues and seek advice from the Business Manager in a timely manner. | |  |
| **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. | |

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| **SFIA Professional Skill Level Description** | |
| **FMIT 4** | Monitors and maintains all required financial records for compliance and audit to all agreed requirements. Assists all other areas of IT with their financial tasks, especially in the areas of identification of process, service, project and component costs and the calculation and subsequent reduction of all IT service, project, component and process failures. Contributes to financial planning and budgeting. Collates required financial data and reports for analysis and to facilitate decision making. |
| **ASMG 4** | Controls IT assets in one or more significant areas, ensuring that administration of the acquisition, storage, distribution, movement and disposal of assets is carried out. Produces and analyses registers and histories of authorised assets (including secure master copies of software, documentation, data, licenses and agreements for supply, warranty and maintenance), and verifies that all these assets are in a known state and location. Acts to highlight and resolve potential instances of unauthorised assets such as unlicensed copies of software. |