**ATTACHMENT 1**

**STATEMENT OF WORK**

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| **Nominated Candidate** | | |  |
| **Role** | | | Project Support Officer – Multiple roles |
| **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 Project Support Officer (PSO).  The Project Support Officer will play an active role in managing packages of work, schedule dependencies, project documentation, procurement, and providing administrative support. The PSO will play an important role in project planning, risk and issue management, helping to drive projects forward to achieve outcomes for a diverse range of customers. |
| **SFIA Level of Responsibility Required**  *Description Below* | | | The Specified Person will be expected to demonstrate attributes of SFIA Level of Responsibility 3 (LOR 3) |
| **SFIA Skills Required**  *Description Below* | | | PROF 3 |
| **Other Skills and Knowledge** | | | **Statement of Suitability Against Other Skills and Knowledge** |
| 1. Demonstrated ICT project support competencies. | | |  |
| **Major Responsibilities:** | | | **Statement of Suitability Against Major Responsibilities** |
| 1. Assist with project planning, delivery and work package management. | | |  |
| 1. Assist with development and maintenance of key project artefacts, including the project schedule. | | |  |
| 1. Support the implementation and maintenance of appropriate information management and record keeping practices. | | |  |
| 1. Assist with capturing and coordinating project tasks and actions. | | |  |
| 1. Assist with risk, issue and dependency management. | | |  |
| 1. Procure ICT-related goods and services. | | |  |
| 1. Work collaboratively and constructively as part of an Agile delivery team to ensure the timely delivery of a quality ICT capability. | | |  |
| 1. Work with fellow team members to improve team business processes and share knowledge. | | |  |
| **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: 09/02/2021  Authorised by: Travis Alexander | | | |
| **SFIA Core Competencies** | | | |
| **SFIA Level Of Responsibility 3** | | | |
| **Autonomy** | | Works under general direction. Uses discretion in identifying and responding to complex issues and assignments. Usually receives specific instructions and has to work reviewed frequent milestones. Determines when issues should be escalated to a higher level. | |
| **Influence** | | Interacts with 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 the other roles and to the business of the employer or client. | |
| **SFIA Professional Skill Level Description** | | | |
| **PROF 3** | Uses recommended portfolio, program and project control solutions for planning, scheduling and tracking. Sets up project files, complies and distributes reports. Provides administrative services to project boards, project assurance teams and quality review meetings. Provides guidance on project management software, procedures, processes, tools and techniques. | | |