**ATTACHMENT 6**

**STATEMENT OF WORK**

|  |  |  |
| --- | --- | --- |
| **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 with VMWare expertise.  The VMware Administrator role is required to increase the capacity of an existing large scale testing and software development VMWare ESXi deployment to keep up with growing demand. The successful applicant, under general direction of the technical lead, will be responsible for reviewing the existing design, provisioning new hardware and deploying it alongside the existing installation. They will also be responsible for configuring the various VMWare products and networking components of the environment.  This is an exciting opportunity to apply various skills in deploying a high value virtual environment as well as using your knowledge to solve unique challenges. |
| **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* | | ITOP 4  DESN 4  PROG 3  PBMG 4 |
| **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. Basic networking design and configuration. | |  |
| 1. Scripting using Python, Powershell | |  |
| 1. Experience with Linux and MS Windows Administration | |  |
| **Major Responsibilities:** | | **Statement of Suitability Against Major Responsibilities** |
| 1. Design, configure and install VMWare based infrastructure including vSphere / ESXi design and deployment to meet growing capacity requirements. | |  |
| 1. Assist with the administration of HPE OneView, Onboard Administrator and Virtual Connect. Administration of VMWare products including vSphere, vSAN, VRA and NSX. | |  |
| 1. Configure and maintain access controls and resource constraints of a vSphere / ESXi environment with a diverse user base. Analyse customer needs and existing usage patterns to optimise this configuration. | |  |
| 1. Configure the physical and virtual networking of the infrastructure. Through consultation with the network owners configure the systems connection to enterprise networks. Configure virtual networking on the platform using NSX. | |  |
| 1. Assist with the day-to-day operations, including keeping systems up to date and investigation and remedy of faults in relation to customer’s VMware virtual environment. | |  |
| 1. Develop and maintain standard operating procedures, including systems administration documentation. Communicate best practice to users and provide advice and assistance on using the platform. | |  |
| 1. Assist with the maintenance and development of scripts used for task automation. | |  |
| 1. Setup and maintain Windows Desktop and Server and Linux operating systems and on the virtual platform as required. | |  |
| **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: 17/02/2021  Authorised by: Travis Alexander / Rob Barrett | | |
| **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** | | |
| **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 4** | 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 4** | Initiates and monitors actions to investigate and resolve problems in systems, processes and services. Determines problem fixes/remedies. Assists with the implementation of agreed remedies and preventative measures. | |