Ministry of Defence

Contract No: 701478374

PROJECT SOCIETAS

Annex 2 to Schedule 2.1

CIS JOB ROLES

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Solution Architect

Qualifications:

- Higher education qualification (degree or equivalent) in Information Technology (IT).

Skills and experience:

- Significant experience in the design, development and deployment of complex networks incorporating multiple systems and technologies.
- Proven experience in team management using IT best practices and emerging technologies.
- Expert understanding of wider governance requirements e.g. budgets and resourcing.
- Creation and high level design and low level design documentation.
- Good understanding and experience in technical requirement capture.
- Good understanding and experience of technical governance, risk and mitigation across multiple disciplines e.g. Microsoft, Unix, and Cisco.
- Good understanding and experience in design and implementation of virtualised solutions including VMWare and Hyper V.
- Good understanding and experience in design and implementation of remote / virtual desktop environments and implementation e.g. MS RDP, and Citrix.
- Good understanding and experience in design and implementation of Cisco networking and firewall setup and configuration.
- Good understanding and experience in design and implementation of web based technologies.

Responsibilities (including, but not limited to):

- Ensuring compatible interfaces with all systems connected to the customer capability are maintained. Assessing changes concerned with functional and interface control of customer related systems and equipment in order to identify and recommend consequent modifications and improvements to the capability.
- Providing advice to the project manager on technical and programme issues which might affect the future supportability or operational capability of the system or which might present spend-to-save opportunities.
- Providing advice to customer management on business continuity, disaster recovery and information management.
- Assisting in addressing capability management of customer systems through the provision of advice on system configuration to improve their performance, including capacity planning to forecast the requirement for additional resources.
- Liaising with external agencies and/or 3rd party contractors as required to support the IT infrastructure and/or the interfaces with those agencies/companies, both on and off site.
- The production of the infrastructure requirements specification, design specification, high and low level design documentation for hosted systems / applications.
- Researching and providing advice on IT architecture changes, including emergent technologies.
- Acting as the technical focus point to the customer for both internal activity and integration of external projects.
- Design new capabilities in line with the customers ongoing development and improvement programmes.
- Provision on advice and assistance to the internal team as well as the customers own support teams.

Service Delivery Manager

Qualifications:

- Suitable qualifications in IT Service Delivery, minimum ITIL Foundation level
- Suitable qualifications in Project Management, Agile and/or Waterfall (APMP, Prince2, SAFe etc)

Skills and experience:

- Detailed understanding and experience in the use of IT service management principles.
- Detailed understanding and experience in the use of asset and configuration management processes and principles.
- Ability to analyse current processes to identify and advise on opportunities for improvement and optimisation.
- Good understanding and experience of project management principles (agile and waterfall).
- Good understanding of service management principles.
- Able to generate and deliver service reports utilising a variety of common applications e.g. Excel, PowerPoint, Visio, and Project.
- Good understanding of current IT service management tools e.g. BMC, Helix, and ITSM.
- Understanding of core technical concepts and ability to apply them.

Responsibilities (including, but not limited to):

- Liaise with senior customers to manage and deliver contractual obligations (such as break fix contract and license management).
- Provide an escalation point for customers and end users with regard to service and contractual concerns.
- Generate and deliver service reports utilising a variety of common applications e.g. Excel, PowerPoint, Visio, and Project.
- Provide effective budget management within the constraints of a project / contract.

Oracle Software Developer

Qualifications:

- Certified Oracle Application Developer.
- Certified Oracle Database Administrator (11g or higher).
- Certified Java Developer.
- Qualifications in the use of WebLogic Server installation and administration.
- Qualifications in WebLogic server administration.

Skills and experience:

- Experienced Oracle Application Developer.
- Experience Oracle Database Administrator (11g or higher).
- Experienced Java Developer.
- Experienced in the use of WebLogic Server installation and administration.
- Proven experienced with Oracle Database Administration (11g or higher).
- Proven experienced with Oracle Application Development.
- Experience in WebLogic servers administration.
- Experience in the use of other software development languages e.g. C++.
- Knowledge in the use of applications e.g. SQLPlus, TOAD, Jdeveloper, Netbeans, Subversion, Tortoise SVN and MobaXterm.
- Knowledge in the use of Solaris, Unix and Windows Operating Systems.
- Good understanding of web development using standard HTML/CSS practices.

Responsibilities (including, but not limited to):

- Be responsible for the support of the Oracle DBs and associated Information systems.
- Manage and implement Software Development of the Oracles DBs and associated Information systems that enable end to end EWOS within the organisation.
- Ensure that all Oracle DBs and associated Information systems support undertaken is done so in accordance with the approved JEWOSC Change Procedures.
- Manage the Software System Engineering of EW applications.
- Perform evaluation and performance testing of potential software products prior to their procurement by the ASWC/JEWOSC
- Be responsible for recording all software application changes including introduction of new capability, system updates and software patches.
- Production of a Software Support summary for inclusion in the monthly service report

IT Oracle Database Administrator

Qualifications:

- Certified Oracle Database 11g (and higher) Administrator.
- Certified Oracle Application Developer.
- Qualifications in the use of Oracle Forms, Reports, SVN and PLSQL.
- Qualifications in the use of BASH, CMD, ANT and Powershell to automate administrative tasks.
- Qualifications in the use of Web Technologies e.g. NodeJS, React, Microservices Architecture and Java.

Skills and experience:

- Experienced Oracle Database 11g (and higher) Administrator.
- Experienced Oracle Application Developer.
- Experienced in the use of Oracle Forms, Reports, SVN and PLSQL.
- Experienced in the use of BASH, CMD, ANT and Powershell to automate administrative tasks.
- Experienced in the use of Web Technologies e.g. NodeJS, React, Microservices Architecture and Java.
- Good understanding of web development using standard HTML/CSS practices.

Responsibilities (including, but not limited to):

- Performing routine maintenance tasks on a daily, weekly, monthly, 3 monthly, 6 monthly and annual basis. These tasks include performing database archiving, data integrity checks and deploying updates and hotfixes.
- Analysis and review of the Oracle Database schema and schedule modifications to the schema if required.
- Monitoring storage capacity and performing trend analysis from previous results including, early identification of forecasted increases in storage capacity requirements and potential storage availability issues
- Performing confidentiality checks including housekeeping of Oracle Database users, removing unused user accounts, review of all user security aspects, and allocation of users to defined Oracle Database roles ensuring correct and appropriate security separation for these roles.
- Executing a full review of the Oracle Database Audit subsystem to ensure correct events are being audited, captured and monitored.
- Routine performance monitoring of the Oracle Databases with trend analysis against the performance baseline. Re-baselining post any performance enhancing system changes.
- Baselining the performance aspects of the Oracle Databases including memory management.
- Review of automated maintenance tasks and verifying the automated maintenance task window(s) are still suitably configured. These maintenance windows will be adjusted as required to meet the performance requirements of the service in support of operational activities.
- Documentation review and updates where required.

Software Developer

Qualifications:

- Qualifications in the use of Oracle Forms, Reports, SVN and PLSQL.
- Qualifications in Java Development
- Experience or in the use of Netbeans, TOAD, Jdeveloper, Tortoise SVN
- Experience in development within a Windows and Unix environment.
- Qualifications in additional software languages (C++, .Net Framework etc)

Skills and experience:

- Good understanding and significant experience in the installation and configuration of web technologies, must include Apache / Solar.
- Good understanding of the installation and configuration of proxy servers
- Good understanding and experience of utilising Json data structure.
- Good understanding and significant experience of authoring XSL / XLST and exploiting XML.
- Good understanding and significant experience of Microsoft Server Operating system, including the exploitation of HyperV functionality.
- Good understanding and experience of requirement engineering and testing techniques.
- Able to demonstrate the ability to use the mapping tools such as Altova Mapp force toolset.
- Able to create lite weight user interfaces and able to utilise and exploit existing restful web services to populate data within the user interface.
- Good understanding of web development using standard HTML/CSS practices.

Responsibilities (including, but not limited to):

- **Availability and capacity management**. Ensure the correct implementation of standards and procedures, identifying capacity issues, stipulating the required changes and instigating these. Know how to initiate remedial action.
- **Development process optimisation (management)**. Set strategy and manage resource allocation for solution development programmes. Liaise with client functions to establish business requirements; can identify, propose, initiate and lead these programmes.
- **Information security**. Have a depth of knowledge in information security. Can design, quality review and quality assure solutions and services with security controls embedded, specifically engineered as mitigation against security threats as a core part of the solutions and services.
- **Modern standards approach**. Demonstrate strong understanding and application of the most appropriate modern standards and practices.
- **Programming and build (software engineering – management)**. Collaborate with others when necessary to review specifications and use these agreed specifications to design, code, test and document programs or scripts of medium-to-high complexity, using the right standards and tools.
- **Prototyping**. Have experience of using a variety of methods of prototyping. Know how to share best practice and can coach others.
- **Systems design**. Can design systems characterised by high levels of risk, impact, and business or technical complexity. Control system design practice within an enterprise or industry architecture. Develop effective implementation and procurement strategies, consistent with business needs. Ensure adherence to relevant technical strategies, policies, standards and practices.

- **Systems integration (management)**. Can define the integration build. Can coordinate build activities across systems and understand how to undertake and support integration testing activities.
  User focus. Can collaborate with user researchers and sell or represent users internally. Can explain the difference between user needs and the desires of the user. Champion user research to focus on all users. Know how to prioritise and define approaches to understand the user story, guiding others in doing so. Can offer recommendations on the best tools and methods to be used.

Business Analyst

Qualifications:

- Higher education qualification (degree or equivalent) in Information Technology (IT).
- Qualification in Business Analysis

Skills and experience:

- Commercial Awareness
- Certified and proven project management experience.
- Proven team leader experience within a technical working environment.
- Fundamental understanding of IT service management and configuration management best practices.
- Good understanding of project management principles (Agile and Waterfall).
- General understanding of current IT service management tools e.g. BMC, Helix and ITSM.
- Ability to communicate and liaise at all levels e.g. Users, Management, and Customers.

Responsibilities (including, but not limited to):

- Support the Solution Architect and the Service Delivery Manager in carrying out their responsibilities.
- Manage, maintain and deliver reports and documentation utilising various core applications e.g. Excel, PowerPoint, Visio, and Project.

Security Assurance Co-ordinator

Qualifications:

- NCSC Certified Cyber Professional (Senior Practitioner/Certified Cyber Professional).

Skills and experience:

- In-depth knowledge of HMG, CESG and MOD policy and accreditation process.
- In-depth knowledge of JSP440 and JSP604.
- Translate technical and security aspects into business processes in support of security and accreditation.
- Creation of accreditation artefacts; RMADS, AES, SWG and assurance documentation.
- Good understanding of security issues and risk management.
- Experience with the DART tool for managing targets of accreditation.
- Monitor and advise on configuration management procedures in order to meet the required level of assurance.
- Liaise with appropriate national security authorities and advise the project as appropriate.

Responsibilities (including, but not limited to):

The Contractor shall provide support to ensure that the JEWOSC achieves and maintains accreditation for three environments (live, test and training), responsibilities shall include:

- Monitor and report on the JEWOSC security requirements and issues as they arise, reporting unresolved issues to the accreditor.
- Monitor and report to the accreditor, information asset owner and management team on all security matters relating to the JEWOSC.
- Ensure all cryptographic requirements are met.
- Ensure the effective coordination of all JEWOSC security aspects, queries, document reviews, requests for advice and testing. Ensuring that all security aspects are considered, coordinated, witnessed and conducted professionally, efficiently, on schedule, and in compliance with policy and legislative requirements. Attending security working groups as required.
- Coordinate, consider, witness, manage and report on all security requirements for the JEWOSC, ensuring they are completed professionally, efficiently and to schedule, and that they are fit for purpose and compliant with relevant policy and legislation.
- Ensure the production of all security deliverables (e.g. security documentation, testing witness reports) are fit for purpose and delivered on schedule.
- Ensure the creation, update and management of the security risk register and ensure it is reviewed at the security meetings (quarterly).
- Provide advice on security policy covering both policy that is already in place e.g., HMG Security Policy Framework (SPF), Departmental Policy (e.g. JSP440, JSP 604 etc.), IEC/ISO 27001 controls, relevant legislation (e.g. Data Protection Act, Freedom of Information Act), technical solutions and risk management.
- Creation of new security-related documents for the JEWOSC, such as RMADS, as required.
- Develop the business continuity plan.
- Identify possible alternative solutions to reduce the impact of failures or business continuity events.