

23 February 2006

## SFIA Profile Explained

This report represents a detailed breakdown of your SFIA Profile using SFIA skill descriptors.

Organisation:	terry testing
Name:	employee n
Manager(s):	Terry Hook
Team(s):	Application Development Team
Job Role:	Embedding Standards Web Content Specialist
Profile Status:	Approved

### Identified Job Role Skills

Category	Strategy and planning
Subcategory	Business/IS strategy and planning
Skill	Research

The advancement of knowledge in one or more fields of information and communication technology by innovation, experimentation, evaluation and dissemination, carried out in pursuit of a predetermined set of research goals.

#### Your Skill Level

1 2 3 4 5 6 7

Within given research goals, builds on and refines appropriate outline ideas for research, i.e. evaluation, development, demonstration and implementation. Uses available resources to gain an up-to-date knowledge of any relevant field within information and communication technology. Reports on work carried out and may contribute sections of material of publication quality.

Category	Strategy and planning
Subcategory	Technical strategy and planning
Skill	Methods and tools

Ensuring that appropriate methods and tools for the planning, development, operation, management and maintenance of systems are adopted and used effectively throughout the organisation.

#### Your Skill Level

1 2 3 4 5 6 7

Provides expertise and support on use of methods and tools.

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## SFIA Profile Explained (continued)

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### Identified Job Role Skills

Category	Development
Subcategory	Systems development
Skill	Systems design

The specification and design of information systems, their components and architecture to meet defined business needs.

#### Your Skill Level

1 2 3 4 5 6 7

Undertakes the complete design of simple applications using simple templates and tools. Assists as part of a team on the design of components of larger systems. Produces detailed designs including, for example, physical data flows, file layouts, common routines and utilities, program specifications or prototypes and backup, recovery and restart procedures.

Category	Development
Subcategory	Systems development
Skill	Programming/software development

The design, creation, testing and documenting of new and amended programs from supplied specifications in accordance with agreed standards.

#### Your Skill Level

1 2 3 4 5 6 7

Designs, codes, tests, corrects and documents moderately complex programs and program modifications from supplied specifications, using agreed standards and tools. Conducts reviews of supplied specifications, with others as appropriate.

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## SFIA Profile Explained (continued)

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### Identified Job Role Skills

Category	Development
Subcategory	Systems development
Skill	Web site specialism

The design, creation, testing, implementation and support of new and amended collections of pages of information on the world wide web or an intranet or extranet.

#### Your Skill Level

1 2 3 4 5 6 7

Liaises with clients/users to clarify details of requirements specifications. Designs, creates and tests moderately complex, well-engineered web pages with specified content and layout, including basic web interfaces to new or existing applications. Uses appropriate tools to make finished web material available on intranet or Internet.

Category	Development
Subcategory	Human factors
Skill	Content creation

The planning, design and creation of information content, to be delivered electronically or otherwise. This includes managing the quality assurance and publication process.

#### Your Skill Level

1 2 3 4 5 6 7

Designs individual documentation plans for documentary items. Organises reviews of draft material. Manages the configuration of documentary items and documentation project files, within own area of responsibility. Organises final review and testing of documentary items.

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## SFIA Profile Explained (continued)

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### Identified Job Role Skills

Category	Service provision
Subcategory	Infrastructure
Skill	Change management

The management of all changes to the components of a live infrastructure, from requests for change (RFC) through to implementation and review, to support the continued availability, effectiveness and safety of the infrastructure

#### Your Skill Level

1 2 **3** 4 5 6 7

Develops, documents and implements changes based on RFC. Applies change control procedures.

Category	Procurement and management support
Subcategory	Quality
Skill	Quality assurance

The process of ensuring that the agreed quality standards within an organisation are adhered to and that best practice is promulgated throughout the organisation.

#### Your Skill Level

1 2 **3** 4 5 6 7

Uses appropriate methods and tools, in the development, maintenance, control and distribution of quality and environmental standards. Makes technical changes to quality and environmental standards, according to documented procedures. Distributes new and revised standards.

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## SFIA Profile Explained (continued)

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### Identified Job Role Skills

Category	Procurement and management support
Subcategory	Resource management
Skill	Project office

The provision of support and guidance on project management processes, procedures, tools and techniques to programme and project managers and their teams. The use of project management software. The development, production and maintenance of time, resource, cost and exception plans. The tracking and reporting of progress and performance of projects, including those performed by third parties under contract. The maintenance of programme and/or project files. The servicing of project control boards, project assurance teams and quality review meetings. The analysis of performance and the maintenance of metric data and estimating models. The administration of project change control, including use of configuration management systems.

#### Your Skill Level

1 2 3 4 5 6 7

Uses recommended project control solutions for planning, scheduling and tracking projects. Sets up project files, compiles and distributes reports. Provides administrative services to project control boards, project assurance teams and quality review meetings. Provides guidance on project management software, procedures, processes, tools and techniques.

Category	Ancillary skills
Subcategory	Education and training
Skill	Training materials creation and maintenance

The creation of training materials for use by teachers or students covering any subject within the scope of SFIA.

#### Your Skill Level

1 2 3 4 5 6 7

Authors and customises training materials to deliver agreed outcomes.

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## SFIA Profile Explained (continued)

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### Identified Job Role Skills

Category	Ancillary skills
Subcategory	Sales and marketing
Skill	Marketing

The research, analysis and stimulation of potential or existing markets for IT products and services, both to provide a sound basis for their development and to generate a satisfactory flow of sales enquiries.

### Your Skill Level

1 2 3 4 5 6 7

Works with technical and non-technical customer representatives to identify needs and sales opportunities. Selects from and uses marketing tools appropriate to a project. Maintains a database of marketing information. Conducts market research. Contributes to marketing plans.