Skills For the Information Age (SFIA) Rate Card

RM 1557.14

Date: **2 May 2024**

Version: **1.0**

Contents

1. Skills for the Information Age (SFIA) – Rate Card

1.1 Standard Rate Card (£ ex VAT)

SFIA Levels	Consultant Day Rate
Level 3	£ 690
Level 4	£ 875
Level 5	£ 995
Level 6	£1250
Level 7	£1500

Standards for Consultancy Day Rate Cards

Consultant's Working Day	7.5 hours exclusive of travel and lunch
Working Week	Monday to Friday excluding national holidays
Office Hours	09:00 – 17:00 Monday to Friday
Travel and Subsistence	Payable at department's standard T&S rates inside & outside M25.
Mileage	As above
Professional Indemnity Insurance	Included in day rate

2. Skills For the Information Age (SFIA) – Level Definitions

	Autonomy	Influence	Complexity	Knowledge	Business Skills
Level 3	❖ works under general direction ❖ uses discretion in identifying and responding to complex issues and assignments ❖ receives specific direction, accepts guidance and has work reviewed at agreed milestones ❖ determines when issues should be escalated to a higher level	❖ interacts with and 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 ❖ understands and collaborates on the analysis of user/customer needs and represents this in their work	❖ performs a range of work, sometimes complex and non-routine, in a variety of environments ❖ applies methodical approach to issue definition and resolution	❖ has a sound generic, domain and specialist knowledge necessary to perform effectively in the organisation typically gained from recognised bodies of knowledge and organisational information ❖ demonstrates effective application of knowledge ❖ has an appreciation of the wider business context ❖ takes action to develop own knowledge	❖ demonstrates effective communication skills ❖ plans, schedules and monitors own work (and that of others where applicable) competently within limited deadlines and according to relevant legislation, standards and procedures ❖ contributes fully to the work of teams. ❖ appreciates how own role relates to other roles and to the business of the employer or client ❖ demonstrates an analytical and systematic approach to issue resolution ❖ takes the initiative in identifying and negotiating appropriate personal development opportunities ❖ understands how own role impacts security and demonstrates routine security practice and knowledge required for own work

	Autonomy	Influence	Complexity	Knowledge	Business Skills
Level 4	❖ 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	❖ influences customer, supplier and partners at account level team and specialist peers internally. ❖ 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 ❖ collaborates regularly with team members, users and customers ❖ engages to ensure that user needs are being met throughout	❖ work includes a broad range of complex technical or professional work activities, in a variety of contexts ❖ investigates, defines and resolves complex issues	❖ has a thorough understanding of recognised generic industry bodies of knowledge and specialist bodies of knowledge as necessary ❖ has gained a thorough knowledge of the domain of the organisation ❖ able to apply the knowledge effectively in unfamiliar situations and actively maintains own knowledge, contributing to the development of others ❖ rapidly absorbs new information and applies it effectively ❖ maintains an awareness of developing practices and their application ❖ takes responsibility for driving own development	❖ communicates fluently, orally and in writing, and can present complex information to both technical and non-technical audiences ❖ plans, schedules and monitors work to meet time and quality ❖ facilitates collaboration between stakeholders who share common objectives ❖ selects appropriately from applicable standards, methods, tools and applications ❖ fully understands the importance of security to own work and the operation of the organisation ❖ seeks specialist security knowledge or advice when required to support own work or work of immediately colleagues

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Level 5	❖ works under broad direction ❖ work is often self-initiated ❖ is fully responsible for meeting allocated technical and/or project/supervisory objectives ❖ establishes milestones and has significant role in the assignment of tasks and/or responsibilities	❖ influences organisation, customers, suppliers, partners and peers on the contribution of own specialism ❖ builds appropriate and effective business relationships ❖ makes decision which impact the success of assigned work, ie results, deadlines and budget ❖ has significant influence over the allocation and management of resources appropriate to given assignments ❖ leads on user/customer collaboration throughout all stages of work ❖ ensures users' needs are met consistently through each work stage	❖ performs an extensive range and variety of complex technical and/or professional work activities ❖ undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts ❖ understands the relationship between own specialism and wider customer/organisational requirements	❖ is fully familiar with industry bodies of knowledge both generic and specific ❖ actively seeks out new knowledge for own personal development and the mentoring or coaching of others ❖ develops a wider breadth of knowledge across the industry or business ❖ Applies knowledge to help to define the standards which others will apply	❖ Demonstrates leadership, communicates effectively both formally and informally ❖ facilitates collaboration between stakeholders who have diverse objectives ❖ analyses, designs, plans, executes and evaluates work to time, cost and quality targets ❖ analyses requirements and advises on scope and options for continuous operational improvement ❖ takes all requirements into account when making proposals ❖ demonstrates creativity, innovation and ethical thinking in applying solutions for the benefit of the customer/stakeholder ❖ advises on available standards, methods, tools and applications relevant to own specialism and can make appropriate choices from alternatives ❖ maintains awareness of developments in industry, takes initiative to keep skills up to date and mentor's colleagues ❖ assesses and evaluates risk ❖ proactively ensures security is appropriately addressed within their area by self and others ❖ engages or works with security specialists as necessary, and contributes to the security culture of the organisationr

	Autonomy	Influence	Complexity	Knowledge	Business Skills
Level 6	❖ has defined authority and accountability for actions and decisions within a significant area of work, including technical, financial and quality aspects ❖ establishes organisational objectives and assigns responsibilities	❖ influences policy and strategy formation ❖ initiates influential relationships with internal and external customers, suppliers and partners at senior management level, including industry leaders ❖ makes decisions which impact the work of employing organisations, achievement of organisational objects and financial performance	❖ has broad business understanding and deep understanding of own specialism(s) ❖ performs highly complex work activities covering technical, financial and quality aspects ❖ contributes to the implementation of policy and strategy ❖ creatively applies a wide range of technical and/or management principles	❖ promotes the application of generic and specific bodies of knowledge in own organisation ❖ has developed business knowledge of activities and practices of own organisation and those of suppliers, partners, competitors and clients	❖ demonstrates clear leadership ❖ communicates effectively at all levels to both technical and non-technical audiences ❖ understands the implications of new technologies ❖ understands and communicates industry developments, and the role and impact of technology in the employing organisation ❖ absorbs complex information ❖ promotes compliance with relevant legislation and the need for services, products and working practices to provide equal access and equal opportunity to people with diverse abilities ❖ takes the initiative to keep both own and colleagues' skills up to date ❖ manages and mitigates risk ❖ takes the leading role in promoting security throughout own area of responsibilities and collectively in the organisations

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Level 7	❖ at the highest organisational level, has authority over all aspects of a significant area of work, including policy formation and application ❖ is fully accountable for actions taken and decisions made, both by self and others to whom responsibilities have been assigned	❖ makes decisions critical to organisational success ❖ inspires the organisation, and influences developments within the industry at the highest levels ❖ advances the knowledge and/or exploitation of technology within one or more organisations ❖ develops long-term strategic relationships with customers, partners, industry leaders and government	❖ leads on the formulation and implementation of strategy ❖ applies the highest level of leadership skills ❖ has a deep understanding of the industry and the implications of emerging technologies for the wider business environment	❖ has established a broad and deep business knowledge of those of suppliers, partners, competitors and clients ❖ fosters a culture to encourage the strategic application of generic and specific bodies of knowledge within own area of influence	❖ has a full range of strategic management and leadership skills, ❖ communicates the potential impact of emerging practices and technologies on organisation and individuals and assess the risks of using or not using such practices and technologies ❖ understands, explains and presents complex ideas to audiences at all levels in a persuasive and convincing manner ❖ assesses the impact of legislation and actively promotes compliance and inclusivity ❖ ensures that the organisation develops and mobilises the full range of required skills and capabilities ❖ champions security within own area of work and through the organisation

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