

POSITION DESCRIPTION



POSITION DETAILS		DMS #	232885
Title:	TEST ANALYST	Position level:	6
Branch:	Technology & Cyber Security		
Reports to:	Team Lead, Applications Development & Maintenance		
Current occupant:			
Employment period:	<i>Select period.</i>	Time allocation:	<i>Select time allocation.</i>

POSITION OVERVIEW

Working with an agile team, the Test Analyst is responsible for providing dedicated testing expertise for all applications. This position will work with the Team Lead and the project team to create and contribute to test plans, writing and executing test scripts and raising defects. In addition, the role is expected to support test governance and best practice for UAT testing.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Designs, develops, and administers a series of tests and evaluations that identify any potential issues with the product before release to users.
- Designs, develops, and documents comprehensive testing plans.
- Documents the end-to-end testing procedure based on actual test execution in reference to functional specifications.
- Performs static review of specifications and related documents and gives feedback to the responsible person(s). Then translate business requirements and specifications into Test Plans and Test scripts.
- During all stages of the development process, liaise directly with Business Analyst, Development team members, and SMEs as needed, to discuss any gaps or other issues identified during testing tasks; seeking input from all sides and leading to successful resolution.
- Before handover of a release to UAT, ensure that the release is thoroughly tested and has passed SIT. Inform users of any known defects with the release.
- Report project progress and/or any issues to immediate manager on a weekly basis or as needed.
- Provide estimates of effort and duration for testing tasks and continually improve estimating accuracy.

KEY SPECIALIST COMPETENCY REQUIREMENTS

Applications Development – Foundational

- Creates and documents detailed designs for simple software applications or components.
- Applies agreed modelling techniques, standards, patterns and tools.
- Contributes to the design of components of larger software systems.
- Reviews own work.

Business Analysis – Foundational

- Investigates straightforward business situations to identify and analyse problems and opportunities.
- Contributes to the recommendation of improvements.
- Follows agreed standards and techniques to investigate, analyse and document business situations.
- Engages with stakeholders under direction.

Project Management (Generalist) – Foundational

- Plans and delivers project related tasks to agreed timelines and outcomes.

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Testing – Advanced

- Selects appropriate testing approach, including manual and automated testing.
- Develops and executes test plans and test cases. Implements scalable and reliable automated tests and frameworks.
- Collaborates across parties involved in product, systems or service design and development to enable comprehensive test coverage. Identifies improvements in requirements, design or specification processes to increase the effectiveness and efficiency of testing.
- Analyses and reports on test activities, results, issues and risks, including the work of others.

Utilise and Optimise Software – Intermediate

- Uses selected software to complete tasks.
- Develops skills in new software.
- Identifies ways to leverage software.

KEY CORE COMPETENCY REQUIREMENTS

Actively Creates Collaborative Opportunities – Intermediate

- Scans the environment for collaborative opportunities.
- Engages in collaborative activities at mid-management level.
- Anticipates barriers to collaborations and takes measures to overcome them.

Agile & Flexible – Intermediate

- Changes course of action as new and relevant information comes to light.
- Adapts quickly, flexibly and cooperatively.
- Supports others to adjust.

Clear & Responsive Communicator – Intermediate

- Presents messages and their context in an authentic, clear and concise manner.
- Adapts communication and delivery style to audience needs.
- Listens with intent to gain understanding and responds in a meaningful and timely manner.

Customer & Stakeholder Oriented – Intermediate

- Understands the customers/stakeholders and their goals and needs.
- Considers the customer/stakeholder perspectives in the work that we do.
- Understands the relationship between customer and stakeholder satisfaction and the organisation's ongoing success.

Fosters Teamwork – Intermediate

- Creates and takes part in a culture of working collaboratively to achieve results.
- Supports others to achieve individual and collective results.

Manages Own Performance – Intermediate

- Focuses effort on achieving quality results.
- Establishes challenging and realistic goals for self.
- Strives to achieve and encourages others to do the same.
- Takes accountability for own work.

Transparent & Honest – Foundational

- Speaks openly about individual goals, opportunities, and challenges.
- Fosters an environment where people feel safe to express their thoughts and ideas.

KEY LEADERSHIP COMPETENCY REQUIREMENTS

Business Acumen & Governance Focus - Foundational

- Understands the implications for own actions.
- Adheres to and complies to the corporate policies.
- Acts within delegated authority.

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Fosters an environment where people feel safe to express their thoughts and ideas.

SKILLS, QUALIFICATIONS AND EXPERIENCE

- Proven experience in a Test Analyst role including data warehousing and digital services.
- Proven experience in testing web services, data warehouse / BI systems and COTS / black box testing.
- Proven experience in testing against a variety of project delivery models (production fixes, agile projects, iterative projects).
- Intermediate to advanced skills in SQL.
- Experience using JIRA in an agile environment.
- Relevant qualification in information management, ICT, IT or related discipline.

JOB SIZING - JOB EVALUATION FACTORS

Knowledge	D	Guidance	E	Management Responsibility	B
Responsibility & Accountability	C	Decision Making	C	Financial Responsibility	A
Complexity	D	Contacts & Relationships	C	<i>Total point score</i>	<i>66</i>
Problem Solving	D	Negotiation & Co-operation	D		

COMMENTS

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REFERENCE DOCUMENTS

- NCVER Job Evaluation Framework #196063
- NCVER Baseline Job Matrix #199308