

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Senior Test Analyst

**Accountable to:** Test Manager

**Contract Length:** 12 months fixed

**Hours per week/FTE:** 35 / 1

**Weeks per year:** 52

**Salary:** £37,275 - £44,708 per annum

**Grade:** 5 (TBC)

**Service:** IT Services, Programmes & Projects Team

**Location:** SE1

### Purpose of Role:

The primary purpose of the role is to support the Next Generation Student Systems (NGSS) programme in achieving its objectives.

The Senior Test Analyst is responsible for testing of the functional and non-functional requirements for a multifunctional COTS system, and its interfaces with existing UAL systems. The Senior Test Analyst is also responsible for co-ordinating User Acceptance Testing, and other phases of testing as required (integration, data migration, user access testing) and supporting the Test Manager to ensure that best practice and quality assurance principals are applied throughout the test lifecycle.

### Duties and Responsibilities

- Ensures adherence to the overarching test strategy;
- Deliver any required test artefacts (test schedule, plan, activities break down)
- Supports the Test Manager in timely execution, delivery and exit of project test cycles;
- Appropriately challenges the validity of feature builds and test requirements;
- Supports business users in testing;
- Creates Test Conditions and test cases from requirements, using JIRA with Zephyr/Xray;
- Ensures traceability from requirements to test cases;
- Responsible for all aspects of Functional Acceptance Testing (FAT);
- Provides updates to the Test Manager on test progress;
- Support less experienced colleagues through UAT;
- Validates testability of requirements;
- Support and/or execute other phases of testing as required (e.g. data migration, integration, user access, Reports)
- Liaise with project members re. testing as required;
- Liaise with 3<sup>rd</sup> party suppliers re. defect resolution
- Ensuring full traceability of defect to requirement;
- High-level test reporting on test progress and defects status
- Produce test dashboards and reports as required;
- Liaise with work stream leads and business users approaching a UAT test cycle;
- Lead UAT sessions as part of the transition to live;
- Provide test estimates as required;
- Identify and propose re-testing, regression testing etc. as needed;
- Provides input to Test Completion Reports;
- Works with training and change areas as required
- Desirable but not essential: Identify and create simple automated test scripts.

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Test Manager
- Project Managers
- IT Business Analysts
- Application Build team
- End users (UAT)
- Supplier development team
- Programme and project teams within and external to IT Services
- IT Services staff
- Business Systems Team
- Stakeholders including Senior Stakeholders/Project Sponsors
- Teams across the organisation impacted by projects
- Finance staff and other key stakeholders

**Specific Management Responsibilities**

**Budgets:** none

**Staff:** Periodically may oversee third-party testers for specific and time-bound requirements.

**Other** (e.g. accommodation; equipment): None

**Job Title: Senior Test Analyst**

**Grade: 5**

**Person Specification**

Specialist Knowledge/ Qualifications	Knowledge of functional testing, integration testing and UAT. Knowledge of risk based testing approach. Understands structured and agile testing methodologies. Understands defect management process Understands principles of Quality Assurance in testing. ISTQB qualified (at least foundation).
Relevant Experience	Experienced in a Senior Test role (at least 5 years). Experienced in co-ordinating and supporting Users for UAT. Experienced in test preparation (analysis and traceability to requirements) test execution, raising and managing defects, reporting on test progress. Experience of using Jira (Zephyr/x-ray) desirable.
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing	

resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student experience or customer service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

**Last updated: April 2015**

Person Specification	
Specialist Knowledge/Qualifications	Understand the SDLC, and the role of a Test Lead within it; Champion a risk-based test approach; Demonstrate significant test expertise and leadership; Is up-to-date with changes to best test practice; Excellent knowledge of Waterfall and Agile principles; Knowledge of ITIL and Lean principles;
Relevant Experience	Has created test strategies and supporting documentation/reports for a broad range of technical projects (e.g. Development, Configuration/COTS, multi-functional projects); Has worked on major projects with multiple workstreams; Has worked with senior stakeholders to develop best fit approaches from best practices recommendations; Has worked with mixed methodologies, and integrated test cycles with third parties; Demonstrable experience in functional and non-functional test management; Has coordinated sessions with stakeholders internal and external to past projects; Has supported continuous improvement in test and related activities; Has walked on to projects where testing is in-flight and assumed control.
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches to course leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems