Job Description

Job Title: Test Analyst
Department/Team: Finance, IT & Planning / It Operations
Location: HQ
Line Manager's Title: Development Manager

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1.   Overall Job Purpose

Establish and promote testing best practice and defect prevention throughout the Society adhering to the testing strategy.

Working in a variety of project teams ensure formal testing of systems, applications or hardware is undertaken and delivered to a high standard in accordance with agreed test strategies and test plans

2.   Structure

See Establishment Structure Charts.

3.   Key Tasks/Job Description

Leadership & Management

- Promote adoption of the overall Testing Strategy throughout the Society and demonstrate the value of this approach by ensuring consistent IT compliance.
- Manage and coordinate project testing activities as directed by project management or workstream leads.
- Lead the support and facilitation of business acceptance testing of IT solutions as required.
- Coach, train and mentor test analysts and business testers in the use of test tools the test strategy.

Test Authority

- Approve the migration of any software (new/change/fix) into the test environments.

- Approve the final decision relating to the overall quality of the software being tested before this is handed over to business testers.

Test Analysis

- Negotiate directly with project and business teams to gain support/agreement/confirmation on testing effort or resources needed.
- Assist project managers or workstream leads with the estimation of testing effort and the planning of testing tasks as required.
- Create or update detailed test cases and scenarios in advance of test execution activities.
- Work collaboratively with other testing resources to achieve a more integrated and efficient approach to test planning and execution.

Test Execution

- Execution of manual and/or automated testing using the prepared test cases and plans.
- Accurately capture the results of testing and raise detailed defect reports/tickets as appropriate. Provide summary results to project managers and workstream leads.
- Participate in "sprint planning games" (this is an Agile term) to gain a full understanding of test requirements. Document and produce test cases where appropriate.
- Participate in post testing/release activities, e.g. post implementation reviews, contributing to lessons learned and future strategy as appropriate.

Test Techniques

- Implement structured test methodologies (e.g. Agile, V-Model).
- Implement a risk-based testing process. Take on risk assessment of software under test and defects to ensure appropriate coverage is assigned to those areas.

Test Tools & Technology

- Ensure utilisation of test management tools by test analysts to agreed standards.
- Ensure utilisation of test execution tools by test analysts to agreed standards.
- Ensure utilisation of defect management tools to raise and manage defects by test analysts to agreed standards.

While at work all staff are required to:

- Adhere to the Society's charitable objectives which are to promote kindness and prevent cruelty to animals.

- Understand and comply with the Society Code of Conduct.

- Take care of their own health and safety and that of others who may be affected by their acts and omissions.

- Co-operate with Society policies and procedures.

In addition to your normal duties, you may occasionally be required to undertake such other reasonable duties as necessary to meet the needs of the Society.

4.   Person Specification

Please see person specification attached (appendix A).

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This job description is a statement of the job content required as of September 2017. It should not be seen as precluding future changes.

PERSON SPECIFICATION

Test Analyst

	ESSENTIAL	DESIRABLE
PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS	A level or equivalent.	ISEB Foundation Certificate
EXPERIENCE	Knowledge of structured test approaches (e.g. V-Model, Waterfall). Understanding of version and change control. Experience of working with web technologies. Software testing experience including test analysis, specification and execution of complex test cases. Understanding of the underlying technology and architecture of web and client server applications. Competent in the production of project reports to demonstrate progress or issues. Demonstrable functional testing experience and exposure to non-functional testing. Commercial experience of working with industry standard test management and defect tracking tools.	Application development or business analysis experience Broad knowledge of IS/IT architecture Experience of working with database technologies to include Oracle, Novell, Microsoft and Linux
SKILLS AND COMPETENCIES	Excellent written and verbal communication skills	
PERSONAL QUALITIES	A flexible approach to work and able to respond to changing priorities and schedules.	

	Able to build and sustain relationships with internal and external audiences	
SPECIAL CIRCUMSTANCES (if any)		Full, valid driving licence