

# Position Description

<b>Position</b>	<b>Title:</b>	<b>No.:</b>	<b>Reports to:</b>	<b>Title:</b>	<b>No.:</b>
	Test Analyst	HSFTBC		Senior Business Analyst & Business Support Team Lead	HSF129
<b>Business Unit:</b>	Business Support (Information Services)		<b>Division:</b>	Corporate Services	

## Organisational Overview:

At HomeStart we believe that affordable home ownership is essential to the health, well-being and ongoing sustainability of our communities. HomeStart's role, within the framework of government policy, is to provide leadership and innovation in the housing finance sector by enabling more South Australians to fulfil their home ownership dreams. We do this through the provision of innovative housing finance solutions. More importantly, we do this through our core strength – our people.

## Position Purpose:

The Test Analyst role is primarily responsible for undertaking testing of software (new functionality and enhancements) by identifying and subsequently defining the required tests, monitoring the test coverage and evaluating the overall quality experienced when testing the solution. The Test Analyst will liaise closely with the business analysis and development functions.

The test analyst is also responsible for coordinating UAT testing with key business stakeholders to ensure that systems perform as specified, and that the risks associated with deployment are adequately understood and documented.

## Our Values:

Achievement	Simplicity	Integrity
We are focussed on creating positive outcomes for each other	We are focussed on simplifying the way we do business	We are honest and genuine with each other

## Positions reporting to this position:

- Nil

## Other significant working relationships:

Internal: IS Project Team, Business Process Owners, Business Analysts, Developers

External: IS Service Providers, Vendors & Software Consultants

## Behavioural profile

### Key results areas

### Performance measures

#### Operational responsibilities

- Maintaining proactive relationships with project teams and end-user groups to gather and analyse requirements.
- Developing test plans.
- Undertaking testing for both new software development and software enhancements and changes.
- Coordinating user acceptance testing to ensure the overall efficiency, functionality and user friendliness of system enhancement/development.
- Working as a crucial component of project teams responsible for enhancing existing systems or developing new systems.

#### External Stakeholder Relations

- Respond to stakeholder queries in a prompt and courteous manner.

## Behavioural profile

<b>Achievement</b>	<i>Takes personal accountability and demonstrates initiative, determination and drive to achieve high quality results and innovative solutions that make a difference to our people and customers.</i>
<b>Self-Actualising</b>	<i>Seeks opportunities to develop and grow. Shows an awareness of and belief in own abilities. Brings energy and creativity to positively impact and influence others.</i>
<b>Humanistic-Encouraging</b>	<i>Inspires, encourages, challenges and supports others to improve and grow by genuinely listening and providing constructive and timely feedback.</i>
<b>Affiliative</b>	<i>Acts in ways which promote and support HomeStart as one organisation with a common purpose and set of values. Is prepared to set aside own agenda in the interests of HomeStart as a whole as well as supporting and encouraging co-operation within and across teams.</i>

Skill	Description	Level Description
<p><b>Testing (TEST)</b></p>	<p>The planning, design, management, execution and reporting of tests, using appropriate testing tools and techniques and conforming to agreed process standards and industry specific regulations. The purpose of testing is to ensure that new and amended systems, configurations, packages, or services, together with any interfaces, perform as specified (including security requirements) , and that the risks associated with deployment are adequately understood and documented. Testing includes the process of engineering, using and maintaining testware (test cases, test scripts, test reports, test plans, etc) to measure and improve the quality of the software being tested.</p>	<p><b>Level 4</b> Accepts responsibility for creation of test cases using own in-depth technical analysis of both functional and non-functional specifications (such as reliability, efficiency, usability, maintainability and portability). Creates traceability records, from test cases back to requirements. Produces test scripts, materials and regression test packs to test new and amended software or services. Specifies requirements for environment, data, resources and tools. Interprets, executes and documents complex test scripts using agreed methods and standards. Records and analyses actions and results, and maintains a defect register. Reviews test results and modifies tests if necessary. Provides reports on progress, anomalies, risks and issues associated with the overall project. Reports on system quality and collects metrics on test cases. Provides specialist advice to support others</p>
<p><b>Business Analysis (BUAN)</b></p>	<p>The methodical investigation, analysis, review and documentation of all or part of a business in terms of business functions and processes, the information used and the data on which the information is based. The definition of requirements for improving processes and systems, reducing their costs, enhancing their sustainability, and the quantification of potential business benefits. The collaborative creation and iteration of viable specifications and acceptance criteria in preparation for the deployment of information and communication systems.</p>	<p><b>Level 3</b> Investigates operational needs and problems, and opportunities, contributing to the recommendation of improvements in automated and non-automated components of new or changed processes and organisation. Assists in defining acceptance tests for these recommendations</p>



**SFIA Level of Responsibility (Level 3 – Apply)**

Skill	Description
<b>Autonomy</b>	Works under general direction. Uses discretion in identifying and responding to complex issues and assignments. Usually receives specific instructions and has work reviewed at frequent milestones. Determines when issues should be escalated to a higher level.
<b>Influence</b>	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.
<b>Complexity</b>	Performs a range of work, sometimes complex and non routine, in a variety of environments. Applies methodical approach to issue definition and resolution.
<b>Business skills</b>	Demonstrates an analytical and systematic approach to issue resolution. Takes the initiative in identifying and negotiating appropriate personal development opportunities. Demonstrates effective communication skills. Contributes fully to the work of teams. Plans, schedules and monitors own work (and that of others where applicable) competently within limited deadlines and according to relevant legislation, standards and procedures. Appreciates the wider business context, and how own role relates to other roles and to the business of the employer or client.

## Other Requirements

### Essential criteria

- Prior experience working as a test lead or similar.
- Experience leading and undertaking testing activities on large highly integrated solutions.
- Detailed understanding of the principles and practices of software testing.
- Proven experience in the development of project test plans, test scripts and test execution.
- Very high attention to detail with good writing/documentation skills.
- Well-developed ability to communicate technical concepts to non-technical people effectively.
- Strong customer service focus.

### Desirable criteria

- Experience in working with test automation
- Developing business process re-engineering knowledge.
- Working within the financial services industry.

### Special conditions

- Required to provide a satisfactorily National Criminal History Record Check (Police Check), where applicable.
- May be required to act in higher level positions, or assume additional accountability, as and when required.
- Flexibility in working across business units as required.
- May be required to work reasonable overtime with notice.
- Some out of hours, weekend work and intrastate/interstate travel may be required.

### Acknowledgements

Signature

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Name of employee

\_\_\_\_\_

Date: \_\_\_\_\_

Signature

\_\_\_\_\_

Name of leader

\_\_\_\_\_

Date: \_\_\_\_\_