Job Description and Person Specification
This job description lists the general tasks, functions and responsibilities of the role below, including the specifications and skills required.

Job title*  Band
Tester     B2
Number of posts  Directorate
1       Technology
Contract type  Duration if fixed term
Permanent
Management responsibility
None
Reports to
Development Manager

Standard duties
To be added by recruiting manager

- Provides input to the development, execution and maintenance of comprehensive test plans; evaluating test scripts to ensure that regression plans include any changes or new features.

- Development of automated test plans for in-house systems and the preparation of test plans.

- Provides input into any estimation on the effort required to execute test plans and liaises with Project Managers and Development Managers to ensure that resources are identified and allocated to execute test plans.

- Challenge user stories and/or requirements to expose defects and ensure that they contain sufficient detail to develop comprehensive test plans.

- Provides support to end users during acceptance testing; liaising between developers and the end users during this period to ensure that all issues are captured; resolved (where appropriate) and re-tested.

- Co-ordinates additional testing activity to support other forms of testing that the project requires e.g. end-to-end, regression, load, stress or security testing.

- Reports to Project Managers and Development Manager on status, risks and issues related to testing; providing recommendations on any actions or work that should be undertaken.

- Inputs into the development of a testing policy and standards and works to ensure that they are followed.
Testing
- Prepare acceptance criteria/test scenarios for each user story on agile/Scrum projects; prepare test scripts that cover documented requirements on waterfall projects.
- Ensure that all testing is done in a systematic way; identifying and logging test failures; ensuring that all failures are re-tested.
- Perform regression tests; integration; and stress & load testing where appropriate; advising Project Managers and Development Manager where appropriate.
- Document all testing activities; ensuring that outcomes demonstrate for or against acceptance of an application or system.

The above duties are not intended to be an exhaustive list. The job description may be reviewed periodically in order to ensure that the duties meet the requirements of the service and to make necessary changes.

Key internal relationships
Please list the key internal contacts with whom this post will need to work with e.g. Members, departments and specific posts.

Development Managers
Developers
Business Analysts
Project & Programme Managers
Business stakeholders in both Houses
Operational/application support teams

Key external relationships
Please list the key external contacts with whom this post will need to work with e.g. the public, government departments, suppliers.

Person Specification

Standard skills and knowledge required
- Effective written and verbal communication skills and can present complex information
- Excellent planning and organisational skills, able to prioritise to meet deadlines and takes full responsibility for quality and timescales of own work
- A systematic and analytical approach to problem solving
- Ability to contribute to and work well within a team
- Understands the needs of the customer and their differing levels of skills and experience
- The ability to work calmly and efficiently under pressure
- Is proactive takes action and anticipates opportunities

Specific skills and knowledge required
To be added by the recruiting manager.
- Application software test management experience working with developers & other testers using Scrum methodology
<table>
<thead>
<tr>
<th>Experience of testing skills including</th>
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<tbody>
<tr>
<td>o Formal test specification and scripting</td>
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<tr>
<td>o Execution and logging of tests</td>
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<tr>
<td>o Exploratory testing</td>
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<tr>
<td>o Risk-based testing</td>
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<td>o Incident management and reporting</td>
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| Results-driven and able to collaborate with management and colleagues to share the responsibilities for achieving an end-to-end solution for customers |

**Desirable**

- Proficient in .NET v.4.0 C# using ASP.NET MVC Framework
You will need to show that you have the skill and knowledge for this role.

**Core SFIA Competencies** (click competency to insert level).

**Autonomy**

| 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. |

**Influence**

| Level 4: | Influences team and specialist peers internally. Influences customers at account level and suppliers. Has 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. |

**Business skills**

| Level 4: | Selects appropriately from applicable standards, methods, tools and applications. Demonstrates an analytical and systematic approach to problem solving. Communicates fluently orally and in writing, and can present complex technical and non technical audiences. Facilitates collaboration between stakeholders who share common objectives. Plans, schedules and monitors work to meet time and quality targets and in accordance with relevant legislation and procedures. Rapidly absorbs new technical information and applied it effectively. Has a good appreciation of the wider field of information systems, their use in relevant employment areas and how they relate to the business activities of the employer or client. Maintains an awareness of developing technologies and their application and takes some responsibility for personal development. |

**Complexity**

| Level 4: | Performs a broad range of complex technical or professional work activities, in a variety of contexts. Investigates defines and resolves complex problems. |

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**Additional information regarding the post**

**Location**

The post is located in 7 Millbank.

**Hours**

**Full-time**

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work.

**Bands A – E Positions**

(Full-time, until 10 May 2015)

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour.

The hours of attendance for this post are **35 net** per week. The exact daily times of attendance will be agreed with line management.

- As of 1 May 2016, hours will increase to 36 net (there will be no effect on pay).

**For further information**

Internal candidates should refer to the General Recruitment Information on the Employment intranet pages (select Careers & Development).
Those candidates who are shortlisted will be given details of any tests / assessments which will take place as part of the selection process.