Position Description

ROLE: Senior Test Analyst

REPORTS TO: PMO Manager

TENURE: Fixed Term Contract – 12 months

LOCATION: Wellington

About Te Tumu Paeroa

Te Tumu Paeroa is an independent organisation supporting Māori land owners to protect and enhance their land – for now and generations to come. We work with land owners, trustees and the Māori Land Court. We look out for what’s best for the people, the land and the future.

Role Purpose

As the Senior Test Analyst you will be a key member of the Project Management Office, and will have a huge impact on the quality of the organisations growing range of Information Technology touchpoints and services that allow our organisation to deliver what our users and customers care about.

You will be responsible for providing strategic software testing direction, undertaking test planning across multiple test levels and types, hands-on testing, administration of the organisations test assets, test reporting, defect management, and leading User Acceptance Testing.

You will work on a variety of projects in terms of type and size and be able to work with a wide variety of stakeholders and software development methodologies. Vendor engagement and relationship management will also be a key element to your role.

Key Accountabilities

Leadership

- Work as a collaborative member of the Project Management Office and wider organisation.
- Co-ordinate and lead User Acceptance Testing, including coaching and mentoring.
- Provide strategic direction and advice on software testing.
- Undertake all elements of test planning across all required test levels which may vary depending on each project.

Testing Deliverables

- Develop and communicate Test Plans
- Have a detailed understanding of all IT related projects.
- Manage and maintain the organisations test assets (develop, write, and update test cases and other related test assets).
Position Description

- Execute tests and record test outcomes.
- Defect Management and facilitation of defect triage meetings.
- Provide test reporting appropriate to each project.
- Provide input into process improvements.

Build Productive Relationships
- Collaborate and build positive working relationships with peers and all internal and external colleagues.

Manage Risk
- Identify, report, and initiate steps to mitigate (where possible) risks that may compromise the achievement of quality software outcomes for our organisation.

Reporting
- Ensure full transparency of testing activities, risks, and testing outcomes.
- Monitor progress and provide regular updates as appropriate to each project.
- Manage effective communication with all stakeholders.

General
- Contribute and build knowledge and expertise where required.
- Actively participate in all ceremonies (stand-ups, workshops, walkthroughs etc.) as appropriate to methodologies adopted for each project.
- Be proactively involved in the end-to-end lifecycle of features including reviews, requirements grooming, analysis, and post implementation triage activities.
- Provide feedback on business and system requirements from a quality point of view and promote defect prevention strategies, testability, accessibility and other QA concepts.

Organisational Obligations
- Comply with Te Tumu Paeroa policies and procedures
- Follow and promote all Health and Safety practices and instructions.

Internal Relationships

PMO Manager
Assisting the PMO manager with test planning, test completion, defect management, and reporting.

PMO and IT Teams
Closely work with and assist team members with solution analysis, test advice, defect management, solution guidance, issue triage, and solution guidance.

User Acceptance Champions and Team Managers
Communicate, Plan, Lead and assist in User Acceptance Testing.
External Relationships

IT Vendor(s)  Manage testing activities, timelines, entry/exit criteria, defect management, and forge and nurture relationships and networks.

Person Specification

Essential
- A minimum of 4 years practical testing experience.
- Demonstrate experience testing web-based software applications including compatibility testing.
- Demonstrate experience testing integrated systems.
- Demonstrate experience leading testing activities and mentoring.
- Demonstrate experience with different software development methodologies.
- Demonstrate in-depth understanding of testing methodologies and practices.
- Ability to communicate to very high standard (both orally and written) at all levels.
- Demonstrate well developed relationship building and relationship management skills.
- Ability to solve problems and apply logical thinking.
- A commitment to accuracy, quality, and use of initiative.
- Ability to understand user needs and wider business priorities and contexts.
- Self-managing and demonstrate a passion for software testing.
- Demonstrated ability to professionally manage adverse situations

Desired
- Experience with Atlassian JIRA Software
- Experience testing Microsoft Dynamics 365 (CRM), and NAV
- ISTQB Advanced Test Analyst Certification
- Hands-on Test Automation Experience.

Core Competencies

Customer Focus
- Puts customer first and delivers what customers want (without compromising own organisation systems)
- Models and encourages excellent customer service and considers customers in all business development planning
- Seeks inputs from customers to ascertain their needs
- Sets clear expectations with customers and stakeholders and manages or exceeds those expectations
- Addresses and resolves promptly any customer queries or concerns.
Relationship Management
- Develops relationships within and outside organisation working with and through people to achieve outcomes.

Teamwork / Interpersonal Skills
- Builds and sustains relationships through respect for individuals, open communication, and displaying sensitivity towards people
- Demonstrates an approach to working with and through others that shows a willingness and drive to embrace a culture of collaboration and ownership
- Works comfortably at all levels (internal and external).

Quality and Results Focus
- Is detail conscious and continuously strives for greater levels of effectiveness, efficiency, and minimisation of risk
- Sets goals, predicts and overcomes barriers to achievement
- Maintains focus on priorities
- Demonstrates initiative (i.e. takes action before being asked, makes suggestions on how to improve things at work, attempts to resolve problems in the first instance without referral to others)
- Demonstrates energy, determination, tenacity and persistence to achieve outcomes
- Shows a commitment to continuous learning and development - thus improving capabilities for the organisation.

Higher-level Thinking and Judgement
- Sees the bigger picture / patterns and connections
- Is perceptive and insightful – comfortable in a new environment and understands it very quickly
- Anticipates and identifies consequences of actions and obstacles - makes sound decisions based on thorough analysis.

Integrity and Accountability
- Maintains a high standard of ethical practice, remaining fair, honest, reliable and trustworthy in dealings with all people
- Demonstrates loyalty to Māori Trustee’s vision and values through own business practices
- Portrays a professional image to customers (internal and external) and actively supports Māori Trustee initiatives
- Takes responsibility for own actions, does not make excuses.