

**ALLPAY LIMITED**

**Job Description**

<b>Owner</b>	HR Manager	<b>Date Created</b>	15/09/2014
<b>Classification Level</b>	Public	<b>Template Version</b>	General Form v1.4

**1. JOB IDENTIFICATION**

**Job Title:** Junior Test Analyst

**Responsible to:** Test Lead

**Department(s):** Software Delivery

**2. JOB PURPOSE**

It is recognised that the role of Junior Test Analyst is essentially the same as that of Test Analyst but the skills required by a Junior Test Analyst will not necessarily be at the same level as that of a Test Analyst.

Junior Test Analysts will have the additional support and mentoring they need to allow them to grow into the role of Test Analyst within a reasonable timeframe.

The development management team will ensure that sufficient training and mentoring is built-in to a Junior Test Analyst's capacity. This will enable Junior Test Analysts to assist the Test Leads to create, implement and execute software testing of the systems and solutions used by allpay, and Create detailed test cases, execute manual and automated tests, documenting results and managing defects.

### **3. DIMENSIONS**

To help the Test Leads ensure that software platforms perform according to specification, is of the required quality and is fit for purpose.

Create detailed test cases, execute manual and automated tests, documenting the results and managing defects.

Support the implementation and use of automated testing.

Follow guidelines and instructions on how to test from your test lead.

Provide support, assistance and consultancy to other departments within allpay.

Work on a single project.

Coordinate with Test Leads and developers working on related deliverables.

Communicate development ideas and improvements through presentations, demonstrations and specifications.

Provide input into Quality Assurance Team and proactively recommend changes in policies and procedures.

### **4. ROLE OF DEPARTMENT**

The role of the delivery function is to provide software solutions to business needs – primarily around the financial sector.

This will be achieved using a combination of buy and build of applications. If applications are built, then this will involve development, testing and deploying software (in conjunction with Application Support) for use by internal and external users on a variety of platforms. These range from small changes through to large scale applications. Where COTS (commercial of the shelf) applications are used, then integration work will need to be performed to enable the system to communicate with other applications within the allpay environment.

In addition, the department provides technical support and troubleshooting throughout warranty periods and facilitate a smooth technical handover into BAU (business as usual), as well as ensuring that all releases are effectively managed, and delivered within agreed quality tolerances and time lines.

To support other IT functions such as IT operations with technical Incident Management

## 5. KEY RESULT AREAS

Contribute to team motivation and assist the team to achieve agreed goals.

Support the requirements gathering process to help ensure requirements contain enough information and fact to support design, development and implementation.

Identify areas for improvement in requirements and feed back to Test Leads.

Analyse project requirements and supporting information and produce the relevant test documentation for each system as required.

Run automated and manual testing.

Support the business perform UAT testing.

Support the team to analyse available Business Requirements, Functional Specifications, business processes and associated documentation to ensure all test conditions and scenarios are identified.

Help Test Leads to oversee accurate test execution, and ensure tests executed are carried out, in accordance with department procedures and policies, analysing, recording and reporting the results.

Help Test Leads to ensure all software or products released by the teams are fit for purpose, safe for users and is of at least the minimum quality defined and agreed with the Project Sponsor within an agreed time, based on the known and available resource.

Provide support, consultancy and assistance to colleagues and other areas within allpay as required.

Provide estimates of work where required.

Where possible identify areas for improvement in design, implementation and maintenance performed by colleagues.

Liaise with R&D and or Project/Product Management to prioritise, resolve and manage defects.

Commit to continuous improvement of self, team and allpay.

Maintain and improve current skillset by studying state-of-the-art development tools, testing techniques, and technical equipment; participating in educational opportunities; reading professional publications; maintaining personal network.

Assist as required with team administrative tasks.

Contribute to the development and maintenance of test strategies and procedures.

Liaise with test management and project teams for project planning and retrospectives.

Liaise with Test Leads to ensure that products are tested to the required security standards.

Assist as required with the installation and maintenance of test networks, virtual machines, servers and equipment.

Takes pride in own work and that of the team

Take ownership and responsibility for accomplishing objectives

Follows through on commitments

Demonstrate resilience under demanding pressures and circumstances, escalating when appropriate

*"The post-holder will be required to undertake such tasks as may be reasonably expected by the department manager".*

## 6. ADDITIONAL KEY DUTIES

You will expected to provide ad-hoc out of hours additional support during a major incident (Severity 1 or 2) where the business need demands it.

In business areas where regular issues will occur, you may be expected to form part of an out of hours rota system.

At the time of a major incident, you may be asked to perform an emergency job role away from your regular role. This will be led and managed by the incident manager at the time of the incident until such a time where the incident is deemed by the incident manager to be over. You will not be expected to do both duties during that time, however, the new role may be significantly different from your regular role.

## 7. KNOWLEDGE, TRAINING, EXPERIENCE & SKILLS REQUIRED TO DO THE JOB

Some prior software testing experience in a commercial environment is highly beneficial, but not essential.

Technical Knowledge - Has some exposure/ knowledge in any of the following areas:

- SQL – Basic SQL commands and the use of Microsoft SQL Server.
- Azure Devops or similar - Comfortably logs and tracks defects across multiple projects. Is able to create and execute reports.
- Industry standard methodologies and testing techniques.
- Microsoft Windows server and desktop operating systems.
- Automation Testing

Ability to solve problems and provide input into workable solutions or workarounds.

Good attention to detail is highly important.

Has an enthusiastic and proactive 'can do' attitude.

Ability to continually learn and adapt to new technologies and implement where suitable.

Possess some knowledge of software and hardware environments including networking.

## 8. JOB DESCRIPTION AGREEMENT

**We confirm that this conveys a full and accurate description of the job as at ##/##/####.**

Job Holder's Name and Signature:

Date:

Manager of Department Name and Signature:

Date:

Director of Department Name and Signature:

Date: