**POSITION DESCRIPTION**

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| **General Information:** | |
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| **Position Title:** | **Automation Tester** |
| **Incumbent:** | **N/A** |
| **Function & Team/Program:** | **Business Information Services** |
| **Location(s):** | **National Office** |
| **Manager’s Position Title:** | **Data Platform Manager** |
| **Manager’s Name:** | **Minu Ganesh** |
| **Date Prepared:** | **20th April 2021** |
| **Prepared By:** | **Minu Ganesh** |
| **Approved By:** | **Mathews George** |

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| **Primary Purpose of this Position *(In one sentence - why does the role exist?)*** |
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| 1. Apply manual and automation testing to business systems and processes. 2. Lead and support application testing, web front end testing and data testing. 3. Defining test plans and deliver them through the testing of new and existing solutions. 4. Assisting in quality assurance. |

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| **Scope:** | |
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| **Direct Reports to this Position** | **Indirect Reports** |
| By Position Title | Total Number |
| NIL | NIL |
| **Financial Dimensions controlled by this Position *(Include key financial metrics such as revenue growth, income & expense budget, etc)*** | |
| **Direct control** | **Indirect control** |
| e.g. Revenue, Operating expenditure, Capital expenditure, etc  NIL | NIL |
| **Other Dimensions of this Position** | |
| e.g. Number of programs, site responsibility, geographic spread of team  This is a technical position with an equal focus on end-user interaction and carries accountability and responsibility for:   * Estimating time and effort for performing manual or automated tests for each product backlog item. * Tracking and reporting of the number and impact of issues resulting from application changes put into production. * Reporting on automated test coverage per product or platform. | |

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| **Setting Priorities *(how is work prioritised)*** | |
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| How often does employee prioritise their own work?  Eg. Daily, weekly, monthly, annually, other | Daily, weekly, monthly |
| How often does employee determine the priorities of others? Eg. Daily, weekly, monthly, annually, other | N/A |

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| **Key Relationships *(Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with)*** | |
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| **Internal** | * Squad delivery team members * Scrum Master * Product Owner * Platform teams * Business stakeholders * End users * Data platform manager and team * Test Analyst/QA Community of Practice |
| **External** | * External consultants and contractors |

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| **Key Decision Making in this Role: *(What are the key decisions and recommendations made in this role?)*** |
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| Decisions Expected   * Testing tools and frameworks including product specific testing methodology |
| Recommendations Expected   * Business process improvements |

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| **Key Responsibilities / Accountabilities:** | |
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| **Major Area: Automation Testing** | **% of Job: 70%** |
| |  | | --- | | * Work closely with the business units to understand the goals, needs and functionality for the systems and associated processes. | |  | | * Develop and enhance existing testing framework/solutions using appropriate tools. | | * Advise, negotiate, and facilitate communication between technical personnel, managers, and user/customer groups in order to ensure the efficient design, development, and implementation of information systems and process changes. | | * Creation and execution of the test plans for system implementation including regression testing. | | * Measure, analyse and report test coverage across all applicable dimensions. | | * Document and investigate issues uncovered during the testing process and work with the developers to resolve them. | |  | | * Configure and manage test environments and ensure test data is up to date at all times and that personal identifiable information in test systems is obfuscated. | | * Ensuring the appropriate testing tasks are scheduled during sprint planning and participate actively in [daily stand-up meetings](https://www.testingexcellence.com/what-is-daily-stand-up-in-scrum/), backlog refinement sessions, and team retrospectives. | | |
| **Major Area: Manual Testing/Technical Support** | **% of Job: 20%** |
| |  |  |  | | --- | --- | --- | | * Ensure faults identified are logged and associated information, decisions and status are accurately recorded. | | | | * Review production feedback and identify process, procedural or technology improvements to reduce re-occurring incidents. | | | | * Second-line support for issues and queries arising from production activity. | | | | **Major Area: Knowledge and team building** | **% of Job: 10%** | | * Provide daily status updates and participate in Squad team meetings. | | | * Share learnings and recommend improvements to testing approaches. | | | * Contribute to a test analyst/QA Community of Practice and assist in the development of standardised automation and testing methods, documentation and tools. | | | * Assist in the development of standardised automation and testing methods, documentation and tools. Coach other team members in relevant aspects of testing | | | |

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| **Key Challenges in Achieving Goal(s): *(What are the key challenges faced by this role in meeting goals/objectives)*** |
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| * Influencing and negotiating with different stakeholders to improve the quality of testing approaches and processes. * Introduction of repeatable and robust testing processes so that issues can be uncovered as early as possible in the change management lifecycle. * Ensuring testing tasks are accounted for during sprint planning * Working with the business analyst to understand complex requirements and acceptance criteria for each user story. * Contribute to the tracing and removal faults discovered during testing * Continuously ensure personal private information and test data is obfuscated. |

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| **Qualifications, Experience and Competencies: *(What background, knowledge, experience or competencies are required to perform the role at the expected level?)*** | | |
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| **Education /**  **Qualifications / Memberships:** | **Essential** | **Desirable** |
| * Tertiary qualifications in computer science, information systems, testing or equivalent. * Testing certification - ISQBT certification or similar |  |
| **Experience:** | **Essential** | **Desirable** |
| Three years’ experience in automation testing on technology projects, particularly in application testing. | Experience working in an Agile functional unit or team  Knowledge of the Scrum Agile methodology |
| **Competencies:** | **Essential** | **Desirable** |
| * Test automation implementation using C# .net * Test tools including Selenium and Katalon * Technical knowledge of application design, database concepts and infrastructure * Ability to plan and test accurately and effectively * Well-developed knowledge of the systems development lifecycle * Strong understanding of data integrity, privacy and information security * SQL scripting | * Understanding of DevOps. * SQL Data testing experience   Power BI report testing experience |