

TEST ANALYST JOB DESCRIPTION & PERSON SPECIFICATION

NAME:
COMPANY: BI WORLDWIDE
DEPARTMENT: Technology Solutions Group
REPORTS TO: QA Support Manager

KEY PURPOSE OF THE ROLE:

The test analyst will be required to work with development teams, business analysts, project managers and end users.

The nature of this work demands a reasonable level of understanding of the software development life cycle, in order to gather requirements, generate test scripts and test plans, and integrate with software components. Projects can vary from ensuring individual components meet requirements to ensuring overall compliance with project definitions, UAT and ISO processes.

Principal Responsibilities:

- Preparing test assets and test scripts from outline plan
- Coordinating and implementing testing to ensure products/changes are suitable for deployment
- Executing the planned tests within agreed release cycles
- Ensuring the delivery of high quality test documentation throughout the test lifecycle
- Work closely with the development and creative teams on resolutions
- Providing feedback to the development teams
- Scheduling projects
- Creating new test strategies
- Adhere to defined KPI's and SLA's
- Follow agreed standards and best practices
- Follow recognised web standards for security and resilience

Planning and analysis:

- Provide realistic estimates for the production of test scripts and plans
- Actively and positively contribute in meetings that help set the technical direction of the TSG department, i.e. standards, processes, strategic initiative, reusability of code
- Maintain a satisfactory level of team cohesiveness and be a team player

Leadership:

- Provide appropriate technical support to internal customers
- Constructively contribute to design and code reviews with other team members

Minimum Requirements:

- Experience of TFS Test Manager
- Working with SQL Server data
- A sound general understanding of RDBs
- Working with Access
- Experience of testing interactive, data driven websites

- Proven ability to test complex systems using multiple tools
- Proven ability to interpret business requirements and how they relate to the technical solutions
- Must be able to demonstrate a solid understanding and proficiency in the range of tools and have the ability to maximise their use
- Is a 'Team Player' demonstrating organisational commitment and supporting the divisions technical direction
- Communicate well with all levels across the organisation. Ability to communicate with delivery team members or internal or external clients
- Being pro-active at learning new technologies or new features of current technology

Resources Accountable For:

People:

- None

Budget:

- None

Principal Working Relationships (internal & external)

Internal:

- The job holder will work closely with the technical teams with BI WORLDWIDE
- They will be responsible for regular contact with members of the Client Services Team

External:

- The job holder will maintain a good knowledge of new and emerging technologies within the industry and make suggestions on suitable products to match current needs or which will provide the business with an edge over their competitors

PERSONAL SPECIFICATION:

Essential Experience & Skills:

Impact on others:

- Able to build good working relationships and rapport and a strong team player
- Confident and positive attitude
- Good communication skills – verbal, written, presentation

Innate Abilities:

- Flexible
- Adaptable
- Good time-management
- Dependable/Reliable

Motivation:

- Strong self-starter with motivation for the role

Adjustment:

- Maintains focus, manages and delivers well under pressure

Circumstances:

- Occasional unsocial hours