JOB DESCRIPTION

Job Title   **Systems Test Analyst**

Department   **IT**

Reporting Line   **Business Analyst and Project Manager**

Management of   **Nil**

Location: **Harpenden Building Society, Harpenden Head Office, Hertfordshire (home working initially)**

Date created: 23rd February 2021
Version Number: 1
Review date: February 2022

PURPOSE

To support and enhance selective business related IT services and to undertake testing on projects which involve the creation of new software and enhancements to existing systems.

KEY AREAS OF RESPONSIBILITY

To assist business colleagues with testing Provision Vision release software form MV, to required business operational standards, by providing high quality System, Integration, Regression, User Acceptance Testing and Implementation services to both internal and external stakeholders.

Accountabilities

- Ensure test design documentation including scripts, diagrams, test results and screen prints are completed and recorded accurately in accordance with the required standard and pass the appropriate QA checks in accordance with defined quality standards for each project.
- Accountable for the identification of all system defects and appropriate changes to the agreed specification. Adhering to the Defect Lifecycle, take ownership for identification and logging of a defect through to its closure.
- Accurately planning and performing comprehensive System, Regression, Integration and UAT testing on behalf of the business within agreed timescales.
- Deliver allocated project tasks on time (against Project Plan and Test Schedule) to the required quality standard, ensuring appropriate preparation for these is completed so as not to impact test and project milestones.
- Provide evidence of regular testing updates to the Business Analyst & Project Manager, participate in update meetings, communicating progress of testing assigned at the agreed intervals or when issues/new information arises.

- Participate in implementation activities and ensure sufficient preparation completed throughout the implementation by liaising with other stakeholders
- Proactively seek opportunities to increase skills and knowledge, always working towards improved Test Efficiency

Other Responsibilities

- Ensure all activities meet and integrate with organisational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care;
- Protect the culture and standards of the Society in respect of its dealing with colleagues, members and external relationships.

QUALIFICATIONS, KNOWLEDGE & SKILLS

- ISTQB Foundation or equivalent
- Two years system testing experience within the Financial Services Industry (Desirable).
- Practical experience of PC, Web and Core/Mainframe/Legacy based systems would be (Desirable)
- Experience of working on Waterfall and Agile methodologies
- Full knowledge and understanding of ISTQB testing lifecycle and methodologies
- Knowledge of industry standard test design techniques
- Knowledge of SQL query tools and Crystal
- Knowledge of Test Tools
- Willingness to learn but recognises limits of ability and when to seek advice
- Excellent time management skills and ability to work to deadlines
- Aptitude for logical, analytical problem solving
- Demonstrable ability to communicate with all stakeholders (internal/external) at all levels

AGREEMENT

Employee Signature: _____ Date: _____

This job description describes the principle purposes and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment. The Society reserves the right to vary or amend the duties and responsibilities at any time according to the needs of the business.