Test Analyst

Technology Services & Solutions (TSS), Organisational Capability and Services Branch (OCS)

The Test Analyst delivers high quality test competency to projects, including assisting the Project Manager and Test Manager in the completion of all test activities, reporting and the gathering of metric information, and understanding the Test Strategy and enthusiastically championing the services and professionalism of the Testing Team.

- **Reporting to**: Team Leader Testing
- **Location:** Wellington
- **Salary range**: Information Technology F

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles

We make it easy, we make it work
- Customer centred
- Make things even better

We're stronger together
- Work as a team
- Value each other

We take pride in what we do
- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work

**Te Tari Taiwhenua
Internal Affairs**

effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

What you will do to contribute	As a result we will see
Test Analysis • Analyse project requirements, taking into account the business drivers and determine an appropriate catalogue of test cases (as part of the wider project team). • Complete analysis to ensure the appropriate level of test coverage to meet the acceptance criteria specified by the project. • Complete on-boarding onto the project, ensuring that a clear vision of the project deliverable is held and understood. • Participate in the development of the Risk profile for the project and in particular the risk(s) that identify the test necessity. • Consider the 'on-going' Regression elements within the project and document recommendations. • Resolve problems (within the test program and/or project), by finding solutions for recommendation or immediate implementation.	• Test coverage meets acceptance criteria specified by the project • Customer and solution focus shown • Demonstrated understanding of the business context, needs and drivers.

Test Planning and Documentation
 	
• Accurately document, walk through and seek approval of Test Design(s), Test Case(s) and Test Summary Report(s)
• Use appropriate techniques to plan the test requirements and coverage, including (or as defined within) the Test Strategy
  ○ Risk based analysis
  ○ Functions and Conditions matrices
  ○ Cause and Effect tables
• Develop documentation, in accordance with standards as defined within the Test Strategy.
  ○ Test Design
  ○ Test Case
  ○ Test Summary
• Complete walkthroughs with Project team and external stakeholders to ensure a shared understanding of the test program.
• Develop Regression Test Case(s), and enhancement of existing Regression Test Case(s) as necessary.
	• Documentation is developed accurately and in accordance with agreed standards
	• Project team and stakeholders are communicated with effectively
	• Appropriate approval of all documentation is gained, before use

What you will do to contribute	As a result we will see

Test Execution
 	
• Complete the execution of Test Cases and report all variances from the expected results, including where necessary to raise defect records.
• Complete 1st level root cause analysis, where actual results are not as expected
• Raise defects records within the Defect Management system when necessary.
• Prioritise defects and coordinate resolution Service Level Agreement (SLA's)
• Maintain contact with Development team to ensure the constant status of the defect is known (and timeframes for the fix are agreed).
	• Test case(s) executed in accordance with the agreed Test schedule. Including:
	  ○ Complete retesting as required.
	  ○ Complete regression testing as required.
	• Record and analyse actions and results, and update the Defect Management System when necessary
	• Effective communication with the Development team

Workload Management • Workflow planning and prioritisation is consistent with the ISDP Programme priorities. • Work to deadlines.	• All deadlines are met
Health and safety (for self) • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans	• A safe and healthy workplace for all people using our sites as a place of work. • Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/ lead	Deliver to
Internal	Testing leadership team				✓		✓
	Project managers and team members	✓	✓	✓	✓		✓
	Testing Team	✓	✓	✓	✓		
	Business representatives	✓	✓	✓	✓		
External	Consultants (Testing and Project)	✓	✓		✓		
	Key Vendors		✓		✓	✓	

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	Nil

Your success profile for this role	What you will bring specifically
At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is <u>Valued Contributor</u>. **Keys to Success:** • Customer Focus • Continuous improvement • Teamwork and peer relationships • Action oriented • Self-development and learning • Functional and technical skills	**Experience:** • Experience of System Development Lifecycle (SDLC) principles and practice • Experience of Software testing Software experience required: • Appropriate Operating System experience • MS Office Suite including 2010 • Lotus Notes • Appropriate Web Browser experience **Knowledge:** • Business process knowledge and understanding • Understanding of the public sector • Risk based testing knowledge **Skills:** • Ability to work independently and in a team • Test planning and documentation • Customer relationship Management **Other requirements:** • Degree in Information Systems or equivalent work experience • Information Systems Examination Board (ISEB) qualified at Foundation Level, or International Software Testing Qualifications Board (ISTQB) qualified at Foundation Level preferred