

## JOB DESCRIPTION AND PERSONAL SPECIFICATION

JOB SUMMARY	
JOB TITLE	<b>Software Test Analyst/Engineer</b>
HOURS	37.5 hours a week
HOLIDAY ENTITLEMENT	22 days per year plus statutory holidays (rises to 25 days after 1 years service)
BASE	Central London
SALARY	Competitive and dependant on experience
BENEFITS	Company pension Free health care
PROBATIONARY PERIOD	6 months
REPORTS TO	Technology Director

PURPOSE OF JOB
<p>To be responsible for the analysis of all product and project documentation to identify the most relevant and effective testing of the xantura product set.</p> <p>Combining strong analytical skills, domain and product knowledge with effective planning you will clarify and guide the company's testing strategy and effort.</p> <p>To deliver testing for all new and upgraded products within the xantura portfolio.</p> <p>Work within the test team and the Products Manager and act as the domain expert and provide support and guidance to the test team and all other project participants throughout the product lifecycle.</p> <p>To contribute to the company's development and the achievement of its mission, growth plans and aims and objectives.</p>

JOB DESCRIPTION
<p><b>Analysis and Planning</b></p> <p>To analyse project documentation to ensure a thorough understanding of the business and technical requirements. These may include business requirements, functional specifications, process flow diagrams and use cases, produced at varying levels of formality.</p> <p>Write modular test plans and liaise with key project stakeholders for review and feedback prior to publishing in readiness for the commencement of testing.</p> <p>Formulate system regression test plans in readiness for the commencement of version testing.</p> <p>To liaise with Business Analysts, Product Managers and Software Test Analyst/Engineers to produce a logical set of prioritised test breakdowns, assessing resource requirements and timescales for test execution to ensure overall project timescales can be met.</p> <p>In respect of both new and existing product functionality, identify valid test conditions and design and document relevant test scenarios and test cases which will effectively exercise the software.</p> <p>Provide peer reviews of test breakdowns, test cases and schedules produced by other Software Test Analyst/Engineers.</p> <p>To document new requirements based on a higher overview provided by the Products Manager.</p>

Provide suggestions on new functionality and potential revenue opportunities to the Products Manager.

To produce accurate user release notes and user manuals.

### Testing

To execute the testing for project documentation including any user or support documents to reduce support costs for partners or internal teams.

Set-up and configure test environments in readiness for test activity and maintenance of the integrity of the environment during execution.

To execute an agreed set of test cases, in line with the test plan and development schedule, clearly and accurately reporting test results.

To execute agreed regression test cases, in line with the regression test plan and development schedule, clearly and accurately reporting test results.

Report and assign the analysis and resolution tracking of software and non-software bugs in the central bug management database.

Liaise with the development team in order to discuss and validate expected system functional requirements ensuring that the most appropriate solution is implemented.

Re-test bugs when they are re-submitted into the test environment and provide sign-off or remedial action recommendations.

To support the business execution of user acceptance phase.

### Core

To develop and maintain collaborative relationships with key colleagues such as Business Analysts, Product Managers, Analyst/Engineers and Development staff.

Support the training and mentoring of new Software Test Analyst/Engineers.

Undertake any other duties as required by your line manager or director of the business.

PERSONAL SPECIFICATION		
Attributes	Essential	Desirable
Educated to degree (or relevant professional qualification) level		√
Experience with XHTML, XML, JavaScript, SQL and related web technologies.	√	
Experience with Fogbugz, Bugzilla or similar test management tools.	√	
A minimum of 3 years commercial experience in the software testing domain with a strong understanding of the tools, techniques and process involved.	√	
ISEB Foundation in Software Test or similar accreditation.	√	
3 years experience in the Public Sector with a strong knowledge of local government.		√
Experience of Microsoft Sharepoint application.		√

Microsoft Office based i.e. word, excel, power point etc	√	
Good communication and interpersonal skills.	√	
Proactive and supportive team player.	√	
Clear and flexible thinker.	√	
Self starter who is able to work effectively with minimum supervision.	√	
Ability to understand and communicate highly complex issues.	√	
Focus on both detail and accuracy.	√	
Able to use initiative and work to tight deadlines under pressure.	√	
A passion for software testing and quality assurance.	√	
Excellent practical skills such as organisation, time keeping and working extra hours (unpaid) to meet tight deadlines if needed	√	