

Test Analyst

This position description is designed to give an overview of the type of work and performance required for this role and may include other duties as required.

Who we are as an organisation and what we are about

Everything we do is related to our **vision and purpose** – *a safe and secure aviation system - so people are safe and feel safe, when they fly.*

We will have the following **impacts**:

Being safe – fewer people die or sustain injury while participating in the aviation system.

Feeling safe – people’s choice to participate in the aviation system is not limited by perception of unsafe practices.

Our **pathways** to achieve this are:

Leadership and influence – through regulatory leadership we influence a safe and secure civil aviation system for New Zealand.

Active regulatory stewardship – we monitor and care for the civil aviation regulatory system through our policy and operational activities.

Professional regulatory practice – we act to identify risk and reduce it through intelligence-led intervention.

Scope

Reports to:	Test Manager
Group:	Information and Technology, Corporate Service
Location:	National Office Wellington

Role Overview

This is a new role in the organisation developed to support the delivery of new regulatory technology platform called EMPIC-EAP. The Test Analyst will prepare, plan, execute, and report on testing as directed for applications assigned to them to provide testing quality assurance as part of the implementation of EMPIC-EAP and other related applications into the Authority.

EMPIC-EAP is a Commercial off the shelf (COTS) application designed specifically for aviation regulators world-wide. EMPIC-EAP is modular fully configurable software system at the core of all our regulatory business functions, to enable the work that we do every day to keep New Zealand skies safe and secure.

The Test Analyst will manage the test planning and test execution elements of each project and related BAU tasks.

The Test Analyst has responsibility for evaluating requirements and functional specifications, gaining agreement to acceptance criteria, preparation of test estimates and test plans, and the development of test cases/scenarios with Business Analysts and subject matter experts.

The Test Analyst is required to define data requirements, execute test cases, record test results, raise defects and report outcomes.

The Test Analyst will provide strong leadership and coordination to meet project requirements during a variety of test phases (Unit, System, Regression, Performance and User Acceptance). The Test Analyst is the first point of assurance that a solution does indeed meet all agreed requirements. They are responsible for all testing work to enable successful acceptance of deliverables.

The Test Analyst will keep track of the test schedule and reporting any potential risk to either schedule or scope to the Test Manager.

Core Competencies

<p>Communicates Effectively</p> <p>Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.</p>	<ul style="list-style-type: none"> • Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels • Attentively listens to others • Adjusts to fit the audience and the message • Provides timely and helpful information to others across the organisation • Encourages the open expression of diverse ideas and opinions
<p>Manages Ambiguity</p> <p>Operating effectively, even when things are not certain, or the way forward is not clear.</p>	<ul style="list-style-type: none"> • Deals comfortably with the uncertainty of change • Effectively handles risk • Can decide and act without total picture • Is calm and productive, even when things are up in the air • Deals constructively with problems that do not have clear solutions or outcomes
<p>Manages Complexity</p> <p>Making sense of complex, high quality and sometimes contradictory information to effectively solve problems.</p>	<ul style="list-style-type: none"> • Asks the right questions to accurately analyse situations • Acquires data from multiple and diverse sources when solving problems • Uncovers root causes to difficult problems • Evaluates pros and cons, risks and benefits of different solution options
<p>Cultivates Innovation</p> <p>Creating new and better ways of the organisation to be successful.</p>	<ul style="list-style-type: none"> • Comes up with useful ideas that are new, better or unique • Introduces new ways of looking at problems • Can take a creative idea and put it into practice • Encourages diverse thinking to promote and nurture innovation
<p>Interpersonal Savvy</p> <p>Relating openly and comfortably with diverse groups of people.</p>	<ul style="list-style-type: none"> • Relates comfortably with people across levels, functions, culture, and geography • Acts with diplomacy and tact • Builds rapport in an open, friendly, and accepting way • Builds constructive relationships with people both similar and different to self • Picks up on interpersonal group dynamics
<p>Organisational Savvy</p> <p>Manoeuvring comfortably through complex policy, process, and people-related organisational dynamics.</p>	<ul style="list-style-type: none"> • Is sensitive to how people and organisations function • Anticipates land mines and plans approach accordingly • Deals comfortably with organisational politics • Knows who has power, respect, and influence

Core Responsibilities

- Support the Test Manager with the implementation of the test strategy for the main and inter-related projects.
- Ensure adherence of testing methods and standards.
- Ensure that testing requirements are scoped, planned, and managed effectively.
- Create test cases using own in-depth technical analysis of both functional and non-functional specifications.
- Execute test cases, record, triage and analyse actions and test results.
- Maintain a defect register.
- Produce metrics to measure testing quality and progress.
- Highlight risks, issues, and assumptions identified during test planning and during test design or execution and communicate them to the Test Manager.
- Work closely with the project team to clarify test requirements during test planning, design, and execution.
- Support project handover to BAU.
- Carry out work and conduct interpersonal relationships in a way that supports the Authority's commitment to the principles of Diversity and Inclusion and the Treaty of Waitangi.
- Contribute to, maintain knowledge of, and practices Health and Safety processes and initiatives.

Outcomes

- Technology services are the best fit solution to meet Authority business requirements.
- Decision makers are provided with professional advice ensuring they can make informed and timely decisions relating to business initiatives and requirements.
- Test strategies, test plans, test artefacts and test reports are documented and communicated clearly to vendors and internal delivery teams.
- Risks are mitigated with effective testing of IT business requirements and user stories.
- All working relationships are positive and professional.
- Information and technology systems and business processes are continuously improved to meet business needs.
- The Authority is a safe workplace and meets legislative standards.

Skills and Experience to be Successful

- In depth knowledge of all aspects of software testing - testing techniques used to plan and execute tests (functional and non-functional) to verify that the change satisfies specified requirements and to detect errors.
- Experience in Agile testing and writing BDD test cases
- Proficient in Test Management techniques - principles, methods, techniques, and tools for the effective management of the testing process and the execution of tests throughout the lifecycle of development projects.

- Proven stakeholder management skills, with the ability to engage with all levels of an organisation.
- Strong Project Test Analyst skills, with the ability to foresee potential issues, and put in place mitigation strategies to reduce the likelihood of the issue impacting the project.
- Strong Quality Assurance and Testing industry knowledge. Knowledge of and experience with test tools. Able to estimate timeframes and deliver to them in project setting.
- Experience with Microsoft Azure environments.
- Excellent communication skills with the confidence to lead and guide teams focused on outcomes and quality results.
- Tertiary qualification in technology preferable.

Attributes

- Highly detailed and focussed – able to pick up errors or omissions, keeps track of small details/changes, anticipates consequences of actions.
- Strong analytical skills – seeks information from a variety of sources, identifies possible cause-effect relationships, draws correct conclusions based on sound information.
- Autonomy - is fully responsible for meeting allocated technical and/or project/supervisory objectives.
- Complexity - Performs an extensive range and variety of complex technical and/or professional work activities. Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts.
- Business Skills - Analyses, designs, plans, executes, and evaluates work to time, cost and quality targets. Assesses and evaluates risk.
- Excellent communication skills – able to communicate information (both in oral and written format) clearly and concisely to the target audience.
- Excellent relationship management skills – able to establish, build and maintain effective working relationships.
- Sound interpersonal skills – able to influence others to accept ideas, adapts style to meet the needs of the audience.

Key Relationships

Internal

- Project Manager and project team members
- Chief Information Officer
- Information and Technology Services
- Business users
- Systems Integrators
- Other Authority staff

External

- Third Party Vendors
- Non-government organisations

Health, Safety and Security

- Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework
- Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures

Emergency Management and Business Continuity

- Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
- Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

Delegations

- Financial – None
- Human Resources – None

Direct reports

- None