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| **Police Staff** **Test Analyst** **Force Transformation Team** |

**ROLE DEFINITION**

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| Dept / Area Command: | Force Transformation Team | http://domcms/icons/ecblank.gif | Section: |  | |
| Post Title: | Test Analyst | http://domcms/icons/ecblank.gif | Post Reference: |  | |
| Post Grade: | Grade H | http://domcms/icons/ecblank.gif | Location: | Forth Banks Police Station, Newcastle City Centre | |
| Car User Status: |  | http://domcms/icons/ecblank.gif | Telephone Allowance: |  | |
| Shift Allowance: |  | http://domcms/icons/ecblank.gif | Standby Allowance: |  | |
| Weekend Enhancement: |  | http://domcms/icons/ecblank.gif | Contractual Overtime: |  | |
| Line Manager: | Test Manager | | | |
| Staff Responsibilities: | Not applicable | | | |
| Purpose: | To deliver test activities across projects ensuring that the test strategy is adhered to while also providing guidance on testing best practice. | | | |

**Key Responsibilities:**

1. Accountable for the delivery of a number of test projects within a larger programme under the guidance of the Test Manager.
2. Completes test preparation and execution activities across transformation projects in accordance with testing strategy / plans and agreed governance procedures.
3. Accountable for the quality of test deliverables / documents including test plans, specification documents, test scripts and test reporting in line with project / programme test strategies.
4. Provides guidance to colleagues on the creation of all test deliverables / documents ensuring that testing best practice is employed in line with the test strategy.
5. Provides a project wide escalation point for all testing matters, liaising with internal / external stakeholders escalating to the Test Manager as required.
6. Conducts static testing of documentation ensuring that test inputs are of a consistently high standard / quality.
7. Accountable for accurate and timely test reporting for assigned projects both to the Test Manager and project teams.
8. Manages and tracks defects in line with the appropriate defect management processes.
9. Proactively identifies opportunities for positive change.
10. Actively promotes a culture of continuous improvement to ensure that best practice is always followed in respect of testing activity and across the wider transformation team.

**The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**