**ROLE PROFILE**

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| **Role Title:** | | Test Analyst | **Leadership level:** | *To be determined at later phase* |
| **Post reference:** | | TBC | **Job family:** | *To be determined at later phase* |
| **Grade:** | | TBC | **Location:** | Agile Working (Home & Forth Banks) |
| **Allowances:** | | Casual Mileage Allowance | **Politically restricted post:** | NA |
| **Area command / Department:** | | Digital Policing | **Vetting level:** | RV |
| **Reporting to:** | | Principal Analyst | **Date accepted as a role profile:** |  |
| **Posts responsible for:** | | None / allocated staff, officer and volunteers | | |
| **Part A – Job Description** | | | | |
| **Overall purpose of the role:** | | | | |
| To deliver test activities across projects and change requests ensuring that the test strategy is adhered to while also providing guidance on testing best practice. | | | | |
| **Key responsibilities of the role:** | | | | |
| **1** | Accountable for the delivery of a testing service provision to support change projects and technical change requests under the guidance of the Principal Analyst. | | | |
| **2** | Completes test preparation and execution activities in accordance with testing strategy / plans and agreed governance procedures. | | | |
| **3** | Accountable for the quality of test deliverables / documents including test plans, test specification documents, test scripts and test reporting in line with test strategies. | | | |
| **4** | Provides guidance/mentoring to colleagues (in some cases nominated testers that have little test experience) on the creation of all test deliverables / documents ensuring that testing best practice is employed in line with the test strategy. | | | |
| **5** | Provides a escalation point for all testing matters, liaising with internal / external stakeholders escalating to the Principal Analyst 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 and change requests both to the Principal Analyst 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 supports a culture of continuous improvement to ensure that best practice is always followed in respect of testing activity across the wider Digital Policing team. | | | |
| **Part B – Scope of contacts** | | | | |
| **Internal / External relationships:** | | | | |
| **Internal:** System End Users **[**Police Officers and Staff], Test Manager [FTT], Principal Analyst, Enterprise Architecture Team, Business Engagement Team, Digital Policing Team Leaders, Java Development Team, Force Transformation, Solutions Architect, Business Systems Analyst Team, Infrastructure Team, DBA Team, DP SMT, Information Security Officer.  **External:** Third party suppliers, Auditors, External System End Users, other Police Forces. | | | | |

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| **Part C – Competencies and Values** |
| **Northumbria competencies and values framework (NCVF)** |
| *Level – tbc* |

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| --- | --- |
| **Part D – Continuous Professional Development (CPD) role 6 months** *To be determined* | |
| **First 6 months** | |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| **12 months and beyond** | |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |

**Part E - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience | A degree, HND or equivalent qualification, and/or have significant relevant experience.  ISEB/ISTQB foundation certified or equivalent  Minimum of 3 years’ experience working as a Test Analyst on medium/high profile testing deliveries  Experience of testing bespoke platforms, systems and applications as well as off the shelf solutions.  Possess experience of a range of technologies but also have the ability to quickly gain a good working knowledge of new systems / applications / technologies | Advanced Test Analyst ISEB/ISTQB certification  ITIL certification at foundation level or above  Over 5 years’ experience working as a Test Analyst | Application/interview/  CPD |
| Planning and organising | Strong attention to detail and ability to coordinate testing activity across projects  Possess the ability to clearly identify tasks and prioritise them according to ongoing project requirements.  Able to accurately estimate time and effort required to complete all test related tasks.  Possess good time management skills being able to manage own workload as well as monitoring the progress of other test related activities. |  | Application/interview/  CPD |
| Problem solving and initiative | Strong analytical / problem-solving skills and be highly organised with a logical / methodical approach to work.  Extensive experience identifying testing requirements, as part of the test process  Able to simplify complex problems, processes or projects into component parts and explore/evaluate them systematically |  | Application/interview/  CPD |
| Management and teamwork | An excellent team player capable of rapidly building strong working relationships both internally within the Test team and across the wider Transformation, ICT and Business teams.  Possess mentoring experience and have the ability to influence others on the need/reason to test.  Able to resolve conflict between teams/individuals on any issues that are related to the Testing process. | Experience of working as a Test Lead on small/medium sized Test deliveries. | Application/interview/  CPD |
| Communicating and influencing | Strong communication skills both oral and written with the ability to manage expectations of senior/junior internal/external stakeholders in a meaningful way at a project level.  Ability to communicate the importance of testing to non-technical Senior Managers and staff  Experience of providing guidance to staff involved in test design and execution |  | Application/interview/  CPD |
| Other skills and behaviours | Have a keen interest in technology/ testing in general so that up to date advise can be given to the business on industry best practice. |  | Application/interview/  CPD |