## Purpose of role

As a member of the Test Team based in the Product Centre, the Test Analyst works closely with the Head of Product Centre, Test Manager and the Test Analysts to ensure that the portfolio of applications and software projects which underpin and provide data for the organisation’s business processes are tested and delivered to the high standards expected by the University of Nottingham.

Liaising with the Head of Product Centre and the Test Manager, you will be involved in reviews of business requirements, transposing requirements and functional specifications to create test plans, scenarios and test scripts. You will have experience of both manual and automated testing and will employ appropriate testing techniques to determine best-fit testing scenarios. You will support and contribute to an environment in which individuals are encouraged to be creative, innovative and agile in responding to new opportunities and the changing IT landscape.

### Main Responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
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| 60% |

| 20% |

| 10% |

- **Delivering and supporting application development and software delivery within the Service Design team. Primarily responsible for:**
  - Creation of Test Approaches, Test Plans and Test Completion Reports
  - Performing functional and non-functional testing
  - Generation of testing scenarios, employing automation tools where appropriate
  - Creation and execution of test scripts during system, integration and regression testing phases, highlighting defects, risks and other issues
  - Leading and supporting the business in User Acceptance Testing
  - Mapping test scripts back to requirements / user stories to provide bi-directional traceability
  - Creation, tracking and diagnosis of defects in conjunction with Application Development

- **Perform data analysis or data creation as appropriate to support Test Scripts:**
  - Assessment of test data requirements for system and integration testing
  - Assess current data to ensure it is fit for the intended testing purpose, including data creation and manipulation

- **Acting as an internal and external consultant, advising on the testing of the Universities applications and systems**
  - Liaise with other DTS, University or Third-Party Testing partners

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**Job title**

Test Analyst

**Job family and level**

Administrative, Professional and Managerial Level 4

**School/Department**

Digital and Technology Services

**Location**

Kings Meadow Campus
- Assist other areas in the creation of Test Approaches, Test Plans and Test Completion Reports

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<tr>
<td>4</td>
<td>Cascade technical knowledge to all testing team and provide training to others</td>
<td>5%</td>
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<tr>
<td>5</td>
<td>Develop own skills and professional capability in line with the needs of the service</td>
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### Person specification

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<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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| ▪ Excellent ability to communicate and explain complex issues in clear, concise manner both verbally and in writing  
▪ Ability to communicate clearly to non-specialist audiences  
▪ Ability to solve problems in a logical, systematic manner and maintain strong attention to detail  
▪ Highly adaptable and flexible. Able to adjust quickly to new situations and changing priorities | ▪ Familiarity with Agile practices  
▪ PeopleSoft Test Framework  
▪ Exposure to Cloud technologies, e.g., Azure or AWS  |

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<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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| ▪ Experience with teams delivering software every day to high-scale, always-on, production environments  
▪ Experience working with third party providers, advising on test principles  
▪ Experience in testing software applications across different stages of the software delivery cycle  
▪ Experience of manipulating data via numerous methods, e.g., SQL scripts  
▪ Experience of automation frameworks, e.g., Selenium or Cucumber  
▪ Experience of creating automated test suites  
▪ A clear understanding of the Software Development Lifecycle | ▪ Familiar with Continuous Integration  
▪ Familiar with the Higher Education context and environment  
▪ Experience with Azure DevOps  
▪ Experience with Test Rail  
▪ Hands on experience of performance testing tools, e.g., Loadrunner, Apache Jmeter  
▪ Sound understanding of web applications  |

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<th>Qualifications, certification and training (relevant to role)</th>
<th>Essential</th>
<th>Desirable</th>
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| ▪ Educated to a degree level with experience in a relevant technical role OR extensive professional work experience in a relevant technical role  
▪ ISEB / ISTQB Foundation in Software Testing | ▪ ISTQB Agile Add-on in Software Testing  
▪ Certified Agile Tester  |

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and Behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

**Taking ownership**
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

**Forward thinking**
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

**Professional pride**
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

**Always inclusive**
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key Relationships with others