



# Job Description Form

## Department of Justice

To provide high quality and accessible justice, legal, registry, guardianship & trustee services that meet the needs of the community and government.

<b>Position Title:</b> Tester		
<b>Effective Date</b> August 2018	<b>Position Number</b> Generic (Project)	<b>Level</b> 3/4
<b>Division</b> Court and Tribunal Services	<b>Directorate</b> Strategic Business Development	<b>Branch</b> Courts Technology Group

### Divisional Outcomes

To provide effective business systems and services that meet the needs of Court Services, the judiciary and community, including victims of crime.

### Directorate Outputs

- Output 1: Judiciary and Judicial Support.
- Output 2: Case Processing.
- Output 3: Enforcement of criminal and civil court orders.
- Output 4: Administration of victim support and counselling.

### Branch Outputs

- Output 1: Judiciary and judicial support.
- Output 2: Case processing.
- Output 3: Enforcement of criminal and civil orders.
- Output 4: Administration of victim support and counselling services.

### Role Of This Position

The Tester is responsible for the provision of software testing services to ensure appropriate quality of bespoke courts applications.

At level 3 the Tester undertakes test writing and execution activities on new project developments or enhancements.

At level 4 the Tester undertakes complex test writing and execution activities and/or takes a lead role in the management of a test phase (e.g. manage regression testing).

*\* The extent of the experience in terms of years, size and complexity of projects, and role will determine the classification of the position holder.*

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<b>Responsibilities of this Position</b>
<p><b>Testing</b> Develop test plans for projects and support releases. Create test cases and the associated suites after analysis of functional and technical requirements and existing test assets where applicable. Create and maintain all test data. Execute test suites prior to the release of applications, in alignment with agreed milestones. Analyse and report on test results.</p> <p><b>Fault Resolution</b> Raise defects that arise as a result of testing in adherence to branch standards. Collaborate with developers in the resolution of defects. Track defects through to resolution.</p> <p><b>Continuous Improvement</b> Contributes to the on-going improvement of testing processes and standards.</p> <p><b>Corporate Citizenship</b> Demonstrate high standards and practice of ethical conduct and behaviour as required under the Department frameworks of Code of Conduct and Public Sector Code of Ethics. Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues. Demonstrate commitment to the legislative obligations set out in the <i>Occupational Health and Safety Act 1984</i>.</p> <p>Undertakes additional responsibilities as directed.</p>

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### Work Related Requirements for Level 3

#### ESSENTIAL SKILLS

##### **Shapes and Manages Strategy**

Understands reasons for decisions and can explain how they are relevant to their work.  
 Informs supervisor of potential issues.  
 Uses common sense to research, analyse and make evidence-based recommendations.

##### **Achieves Results**

Sees tasks through to completion. Reschedules and reorganises work to reflect changes in priority.  
 Applies and develops capabilities to meet performance expectations.

##### **Builds Productive Relationships**

Responds under direction to changes in client needs and expectations, manages progress and keeps clients informed, provides prompt and courteous service.  
 Recognises the value of individual differences and understands that others may work in different ways  
 Understands and acts on constructive feedback.

##### **Exemplifies Personal Integrity and Self Awareness**

Adheres to the Code of Conduct and behaves in an honest, professional and ethical way.  
 Gets on with the job and applies self to meet objectives, follows up to ensure work is finalised.  
 Stays calm under pressure, does not react personally to criticism.  
 Agrees on performance levels with supervisor, seeks supervisor feedback and responds to guidance.

##### **Communicates and Influences Effectively**

Limits the use of jargon, explains information using language appropriate to the client.  
 Listens and asks questions to ensure understanding, checks own communication has been understood.

#### ESSENTIAL EXPERIENCE

A sound knowledge of court processes **and/or** experience in testing across various test phases, including test planning, developing test data, executing tests (regression and other) and reporting. Experience in the use of test tools to manage test suites and traceability of tests to requirements.

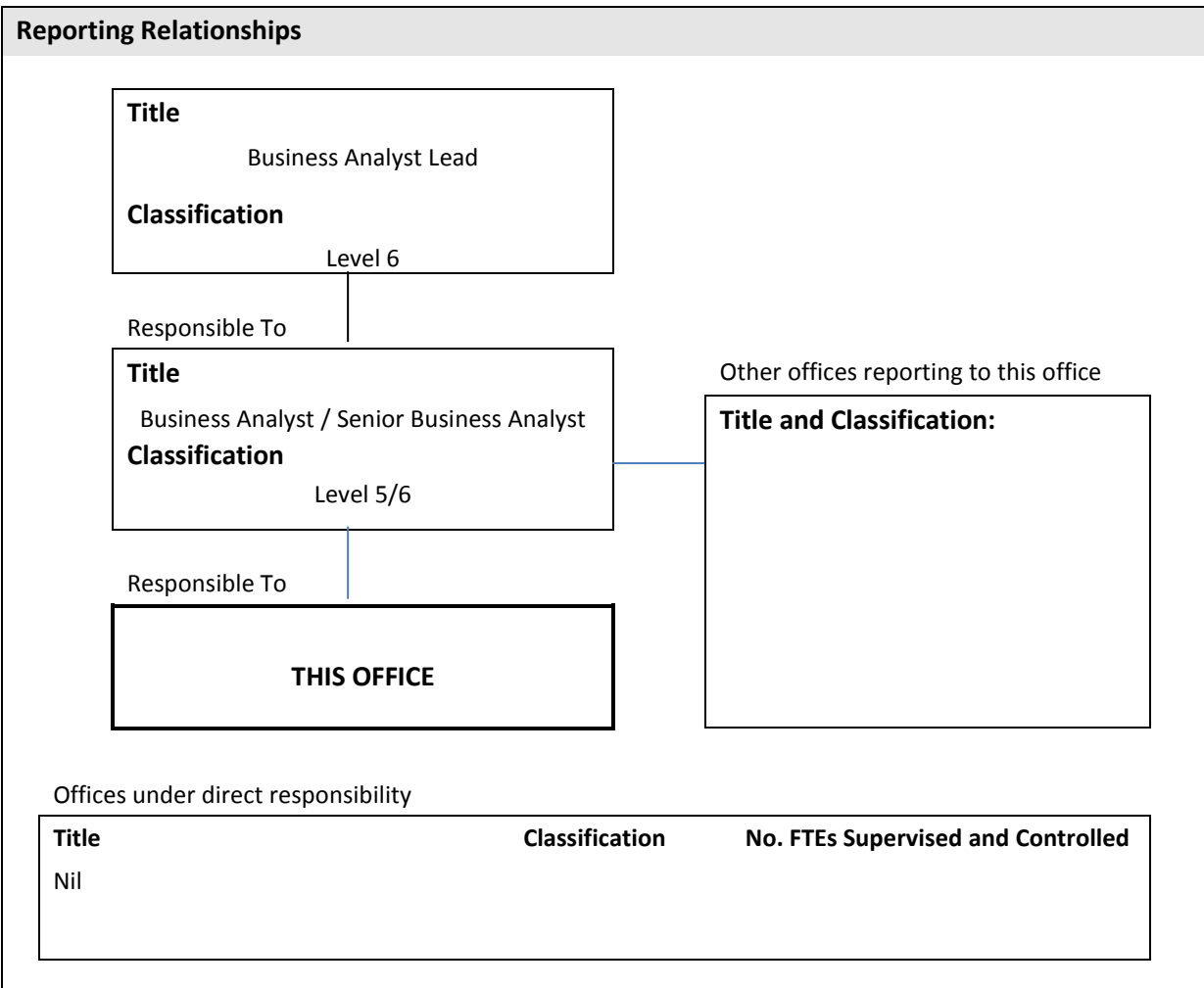
#### DESIREABLE EXPERIENCE

Experience in HP Quality Centre.

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<b>Work Related Requirements for Level 4</b>
<p><b>ESSENTIAL SKILLS</b></p> <p><b>Shapes and Manages Strategy</b>  Understands the work environment; identifies issues that may impact own achievement and contributes to team planning.  Draws on information from a range of sources and uses common sense to analyse what information is important.  Anticipates issues that could impact on tasks; identifies risks and uncertainties in procedures and tasks.</p> <p><b>Achieves Results</b>  Monitors progress against performance expectations to ensure deadlines are met; communicates outcomes to supervisor.  Applies and develops capabilities to meet performance expectations.  Works to agreed priorities, outcomes, resources and is responsive to changes in requirements.</p> <p><b>Builds Productive Relationships</b>  Builds and maintains relationships with team members, other teams and clients.  Contributes to team discussions, seeks input from others, acts on constructive feedback, and ensures others are kept informed.  Treats people with respect and courtesy.</p> <p><b>Exemplifies Personal Integrity and Self Awareness</b>  Adheres to the Code of Conduct and behaves in an honest, professional and ethical way.  Takes responsibility for completion of work and seeks guidance when required; takes initiative to progress work when required.  Maintains effective performance in challenging situations.</p> <p><b>Communicates and Influences Effectively</b>  Structures messages clearly and succinctly orally and in writing.  Listens to differing ideas to develop an understanding of the issues.</p> <p><b>ESSENTIAL EXPERIENCE</b>  A sound knowledge of court processes <b>and/or</b> extensive experience in testing across various test phases in the life of a project, including test planning, developing test data, executing tests (regression and other) and reporting.   Extensive experience in the use of test tools to manage test suites and traceability of tests to requirements.</p> <p><b>DESIREABLE EXPERIENCE</b>  Experience in HP Quality Centre.</p>

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<b>LOCATION AND ACCOMMODATION</b>	<b>LOCATION:</b> Perth CBD <b>ACCOMMODATION:</b> N/A
<b>ALLOWANCES/SPECIAL CONDITIONS</b>	N/A

**Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

<b>Director Strategic Business Development</b>	
<b>Signature</b>	<b>Date</b>