



Title	Test Analyst	Classification	Level 4/5
Number	Generic	Group	Corporate Support
Reports to	Test Manager	Division	Information Technology
Supervises	0	Section	Testing Services

Commission Overview

The Insurance Commission of Western Australia (ICWA) is a Government Trading Enterprise that provides Motor Injury Insurance to Western Australian motorists and manages the RiskCover Fund, the self insurance arrangements of the Western Australian Government. The Insurance Commission also invests and manages funds to meet insurance liabilities, and advises Government on insurance.

Our Values

We are committed to a high performance culture which values accountability, professional integrity and respect.

Divisional Overview

The Information Technology Division is responsible for ensuring that all Information Communication Technology is fit for purpose and suitable for use for the foreseeable future. This includes responsibility for preparing, maintaining and delivering the Insurance Commission's ICT Strategic Plan, maintaining the Enterprise Architecture, and providing ICT security, infrastructure, and software development services and solutions. It also provides business systems and analysis services to ensure business systems continue to efficiently and effectively meet business needs.

Position Overview

To ensure solutions developed conform to the defined functional and non-functional requirements as well as Insurance Commission standards.

Position Responsibilities

- Develops, executes and maintains test cases to ensure the defined functional and non functional requirements are met and records actual results against expected results.
- Assists the Test Manager in the development of Test Plans.

- Liaises with business units, Solutions Development Team and external service providers to ensure test cases sufficiently cover functional and non functional requirements.
 - Ensures that any defects are documented within appropriate test tool(s), tracked, managed and escalated as required.
 - Assists the Test Manager as required in developing mechanisms to evaluate user acceptance testing effectiveness.
 - Provides testing metrics to Test Manager to enable decisions regarding Production readiness to be made.
 - Adheres to the Insurance Commission's testing methodology including the preparation and maintenance of appropriate documentation.
 - Provides feedback on any non adherence to the Insurance Commission's enterprise architecture and standards and issues with solutions.
 - Creates test completion reports.
 - Contributes to the development of the IT Division's Business Plan.
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Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with the Insurance Commission's Values and Code of Conduct, and the public sector Code of Ethics.
 - Ensures all correspondence is to a professional standard consistent with the style guide.
 - Performs other duties as directed.
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Work Related Requirements

In addition to relevant tertiary or industry qualifications, have the capability to:

1. Work with a customer service focus.
 2. Work collaboratively.
 3. Communicate effectively.
 4. Understand the use of test tools and design and execution of test cases.
 5. Think flexibly with a desire for service delivery innovation.
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Pre-employment requirements

- A satisfactory National Police Clearance no more than six months old
 - 100 point identify check
 - Satisfactory evidence of Australian residency status or the right to work in Australia
 - Satisfactory evidence of essential qualifications or Professional Memberships (where applicable)
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Award/Agreement

Government Officers (Insurance Commission of Western Australia) Award 1987
Government Officers (Insurance Commission of Western Australia) General Agreement 2017

Certification

Approved by the delegated authority and registered on:

13 August 2018