



Job Description Form

Generic Tester

Courts Technology Group

Position details

Classification Level: 3

Award/Agreement: Public Service Award 1992 / PSGOGA 2017

Position Status: Temporary

Organisation Unit: Court and Tribunal Services, Strategic Business Development

Physical Location: Perth CBD

Reporting relationships

Responsible to: **TBC** Business Analyst Lead Level 7

This position: Tester - Level 3

Direct reports: NIL

Overview of the position

The Strategic Business Development Directorate is accountable for:

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

The Tester is responsible for the provision of software testing services to ensure appropriate quality of bespoke courts applications. The position undertakes test writing and execution activities on new project developments or enhancements.

Job description

As part of the Courts Technology Group team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions

- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.

Role specific responsibilities

- Develops test plans for projects and support releases.
- Creates test cases and the associated suites after analysis of functional and technical requirements and existing test assets where applicable.
- Creates and maintains all test data.
- Executes test suites prior to the release of applications, in alignment with agreed milestones. Analyses and reports on test results.
- Raises defects that arise as a result of testing in adherence to branch standards.
- Collaborates with developers in the resolution of defects. Tracks defects through to resolution.
- Contributes to the ongoing improvement of testing processes and standards.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.
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Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the reasons for decisions made within the division and be able to explain how they are related to their work, identify issues that may impact on the achievement of goals and inform supervisor, utilise knowledge of the work environment to contribute to planning activities, draw information from a variety of sources and apply common sense to analyse what information is important/relevant are all important for this role.

Achieve Results

The ability to; reschedule and reorganise work to reflect changes in priorities, demonstrate knowledge of new programs, plans or services that are relevant to the position, maintains accurate records and files; and, ensure that tasks are completed within allocated timeframes are all fundamental to this role.

Builds Productive Relationships

The capacity to; build and maintain relationships with senior management colleagues and clients, share information with stakeholders and seek input from others to inform team discussions, ensure that relevant/important information is shared where required, treat people with respect and courtesy and to act on constructive feedback are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, behave in a honest professional and ethical way, check and confirm the accuracy of all information prior to release, take responsibility for the completion of work and seek guidance where necessary, stay calm under pressure and not react personally to criticism, acknowledge mistakes and learn from them, meet agreed performance levels and seek and accept supervisor feedback and guidance are all important for this role. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

Communicates and Influences Effectively

An ability to; structure messages clearly and succinctly orally and in writing, gain a clear understanding of others comments by actively listening and asking questions to ensure understanding – checks that own views have been understood and able to discuss issues thoughtfully without becoming aggressive are requirements for this role.

Role Specific Criteria

- Experience in HP Quality Centre.

Special requirements/equipment

Nil

Certification

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

Executive Director, Court & Tribunal Services

Signature: _____ Date: _____

HR certification date: _____