Role Statement

Position title: Senior Test and Release Coordinator

Position number: Generic

Salary and Level: Level 5 PSCSAA 2024

Reports to: Senior Manager Quality Services (Level 7)

Direct reports: Nil

The organisation

Lotterywest is the only State Government owned and operated lottery in Australia, where all the available profit is returned to the Western Australian Community through discretionary and statutory grants. Lotterywest has supported the Western Australian community for over 90 years. Its vision for 'a hopeful, health, connected and sustainable community life for all Western Australians'.

Lotterywest is the employing agency for Healthway, which is the only State Government agency dedicated to health promotion. For over 30 years Healthway has been providing grant funding to sport, arts and racing organisations, community activities, and to health promotion projects and research. Healthway's vision is for a 'healthy and more active Western Australia.'

About the business unit

Technology Services is responsible for the technology services and support IT functions across all areas of the Lotterywest and Healthway businesses. The area is also responsible for the overarching compliance, change management and technology partner services for Lotterywest gaming and Lotterywest and Healthway grant management systems. In doing its work, the Technology Services team works collaboratively across the organisation to ensure technology business needs are met.

The business unit is undertaking transformation in the way it delivers services, consistent with the Board endorsed strategic direction. This is with the purpose to deliver an agile, scalable, responsive team and digital business operating model, including investment in cloud services, focused strategic vendor management and contemporary digital solutions to deliver on current and future business outcomes.

Key focus areas of the position

Reporting to the Senior Manager Quality Services, this role specifically contributes to the achievement of Lotterywest's Information Services software delivery quality by ensuring that sufficient and appropriate testing is conducted, and any risks are clearly articulated to enable mitigation or acceptance by IS senior management.

The role has the following key focus areas:

- Coordinating test planning activities across Lotterywest
- Ensuring testing activities comply with quality standards
- Coordinating Production release activities

Role Statement

Key responsibilities

- Ensures the stability and reliability of all IT solutions are acceptable to Lotterywest
- Works in partnership with product and delivery teams to ensure testing is conducted according to the project requirements and schedules
- Develops project test plans, contributes to the planning of effective testing solutions and provides oversight through release management and coordination
- Consults with internal and external stakeholders on the development, implementation, review and execution of all testing activities
- Enables the delivery of quality working software through the exploration and standardisation of risk-based testing approaches
- Communicates with business systems owners in order to plan and deliver timely Production releases
- Participates in CAB meetings to discuss change and release scope and to ensure the business is aware and prepared for any outage or system impact expected from a release to Production.
- Fosters cross team collaboration and communication during testing activities to ensure quality outcomes are achieved
- Committed to the resolution of testing related issues and queries
- Provides mentorship and coaches others in testing capability uplift
- Participates in or facilitates meetings for internal testing operations and external workshops
- Develops and prepares test reports through-out the testing lifecycles and other reporting as required
- Assists with environment management for quality related activities
- Additional duties as required

Mandatory / special role requirements

- Police Clearance
- After hours work may be required

Essential selection criteria

1. Demonstrated experience in a test lead or test co-ordination role including test development, execution, monitoring & reporting
2. Proven experience coordinating release related activities
3. Proven experience testing enterprise level systems
4. Experience in test methodologies and practices, including Agile and Waterfall.
5. Experience in using an issue and scope tracking tool, such as JIRA
6. High level interpersonal, written and verbal communication skills and the ability to work collaboratively with key stakeholders

Authorised by:

Role Statement

Mariela Millington
A/Chief Information Officer
Date: 12 June 2025