Job Description



JOB TITLE: Test and Configuration Analyst

GRADE: 4

REPORTING TO: Test and Configuration Manager

LOCATION: Swansea

# **ABOUT US:**

ERS is the UK's largest specialist motor insurer with an A+ rating. We recognise that for some, motor insurance is more than just a must-have; it's a way of taking care of what stands at the heart of their passion or livelihood. For those people, standard insurance isn't enough. That's why we work exclusively with motor insurance brokers to help get under the skin of the most difficult insurance risks, helping build products to meet their customer’s needs.

**THE ROLE:**

The role of the “Test and Configuration Analyst” will be to develop and execute test plans and scripts from defined business processes, functional and business requirements. The role holder would ensure that ERS operates a structured and professional testing process, and that all testing is reviewed against, and implemented to agreed acceptance criteria and business requirements.

The role holder is accountable for ensuring that the necessary testing and configuration has been performed and ready for approval by all stakeholders.

**KEY RESPONSIBILITIES:**

* Execute test scripts as per defined test strategies ensuring the quality of software, reporting and process implementations at ERS and thereby minimize the cost of re-work.
* Support, contribute and execute the Test Team’s strategy in order to minimise the cost of implementation, and develop a suite of repeatable regression testing scripts that can be applied at industry or product level.
* Accountable for reporting testing progress and delivering within the agreed deadlines.
* Contribute to the development and achievement of the Test Team.
* Configure Test and Live systems based on Business requirements to ensure expedient and continued delivery.
* Act as the Test and support contact for the business with respect to project’s system test requirements and deliverables.
* Work with development, project teams and external parties to deliver the agreed acceptance testing criteria, ensuring that system and acceptance testing is performed to the agreed business and operational requirements.
* Build effective working relationships with development, IT teams, operational areas and the business, in order to ensure mutual understanding of roles and responsibilities as well as to maximise understanding of operational processes.
* Communicate results to interested parties and maintain a record of test results.
* Comply with, and support the projects’ testing processes and procedures and provide ideas for improvements.
* To ensure that all testing is carried out in a standardised, professional and well-managed way and that test deliverables are reviewed against, and implemented to agreed acceptance criteria and business requirement.
* To carry out system and integration and user acceptance testing to agreed Time, Quality and Cost criteria as required by the business.
* Work with clients, project and senior managers to implement and deliver projects and BAU test strategies.
* Achieve own personal objectives as set by your line manager.
* Proactively consider IT security throughout the application lifecycle.
* Embody and amplify the ERS values in all aspects of day to day activity ensuring that all interactions and engagements are carried out with the highest ethical and professional standards and that all work is accomplished with quality and in accordance with ERS values
* Carry out other reasonable tasks as required by line management

*The above duties and responsibilities are not an exhaustive list and you may be required to undertake any other reasonable duties compatible with your experience and competencies. This description may be varied from time to time to reflect changing business requirements.*

**KEY DESIRABLE ATTRIBUTES:**

* Experience of working in a project team function in an Insurance environment.
* Knowledge of Insurance services products – Policy and Claims etc.
* Knowledge and experience of testing to financial and insurance services regulations.
* Experience of System and Acceptance Testing in a highly regulated industry – Desirable.
* Moderate understanding of software development principles.
* Familiar with the structures and methods used to manage projects (Prince / Agile).
* Degree level qualification or equivalent – Desirable.
* ISEB /ISTBQ Intermediate Certificate.

**KEY PERSONAL DESIRABLES:**

* Confident and professional communication skills (Oral and Written).
* Administration background is desirable.
* Previous experience of working in a testing environment.
* Problem Solving – Ability to work with challenging data and to proactively problem solve through asking questions, manipulating data and identifying problems.
* Planning & Organising – Well-organised with ability to manage complexity and multiple interdependent goals and objectives while utilising a high level of accuracy, attention to detail and analytical skills.
* Effective Communication Skills – Able to communicate clearly and creatively across multiple functions and at all levels of the organisations.
* Use of Initiative & Adapting to Change – Self-starter taking action without being prompted. Ability to react to change positively and use initiative to identify areas where process improvements and change is necessary.
* Team player – Strong team player contributing to overall goals and objectives and working effectively with others. Not boundary or silo-oriented.

**HOLIDAYS:** 25 days plus 8 bank holidays

**PENSION:** 5% Employer and 3% Employee

**PPS (Bonus potential):** 12%

**FLEXIBLE BENEFITS (Including but not limited to):**

* Dental Insurance
* Discounts on day out and major retailers
* Restaurant discount card
* Cycle to work scheme
* Discounted gym memberships

**WELFARE BENEFITS:**

* Employee assistance program
* Company sick pay
* Death in service
* Private health insurance

Name (PRINT): .…………………………………………………………………

Signature: …………………………………………………………………………

Date: …………………………………………………………………………………