**Role Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role Title:** | Test and Configuration Analyst | **Reporting To:** | Test & Configuration Manager |
| **Location :** | Swansea (with some travel to other ERS sites) | **Grade: 4** |  |
| **Role Purpose:**  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 ensuring that ERS operates a structured and professional testing process and that all testing is reviewed against and implemented to agreed acceptance criteria and business requirement.  He or she is accountable for ensuring that the necessary testing and configuration has been performed and ready for approval by all stakeholders. | | | |
|  | | | |
| **Key Accountabilities**   * Develop and 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 minimize the cost of implementation and develop a suite of repeatable regression testing scripts that can be applied at industry or product level. * Provide estimates for test effort on all testing requirements. 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. Provide daily, weekly and monthly progress MI on own and/or department’s testing activities. * 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. * To develop a regression test suite of manual, repeatable and automated testing material that can be applied at industry, business or product level. * Work with clients, project and senior managers to implement and deliver projects and BAU test strategies. * Work with the development, business support, project, change and process teams to ensure full involvement by the business and technical teams in all testing requirements. * Achieve own personal objectives as set by your line manager. * Proactively consider IT security throughout the application lifecycle. | | | |

|  |
| --- |
| **Knowledge, Skills, Qualifications and Experience**  **Qualifications**   * ISEB /ISTBQ Intermediate Certificate   **Competencies**   * Accountability * Organisation and planning * Communication * Supporting Others * Open and Fair * Problem Solving * Innovative * Resilience * Able to prioritise work and support multiple varied testing requirements * Ability to plan and manage own workload to ensure delivery to rigid timeframes * Ability to make objective decisions and balance need, risk and pragmatism * Ability to communicate effectively and clearly to both project and business stream staff * Structured and methodical approach * Customer-focused * Collaborative   **Skills Required:**   * Degree level qualification or equivalent * 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 * Knowledge of functional and none functional test tools, in particular VSTS and Atlassian JIRA. * Understanding of Prince 2 and/or AGILE project management approaches * Experience of System and Acceptance Testing in a highly regulated industry * Knowledge of testing solutions and tool sets. * Knowledge and experience of developing manual and automated testing scripts * Thorough understanding of software development principles * Familiar with the structures and methods used to manage projects (Prince / Agile) |

**Name (PRINT) ………………………………………………………………..**

**Signature: …………………………………………………………………….**

**Date: …………………………………………………………………………..**