POSITION DESCRIPTION

TEST LEAD

BRANCH/UNIT	Systems Group /Solutions Delivery
TEAM	Quality Management & Assurance
LOCATION	Negotiable
CLASSIFICATION/GRADE/BAND	TM1
POSITION NO.	81207748
ANZSCO CODE	261112 PCAT CODE 1226492
TAFE Website	www.tafensw.edu.au

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Test Lead is responsible for establishing and managing test requirements gathering and analysis, test case creation and maintenance, test data creation and maintenance, test execution, defect resolution and test progress reporting. The role is required to lead other functional testing activities subject to overall work allocation within the BAU/Project/Program Test Team.

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The Test Lead will provide expert advice and ensure testing engagements are successfully carried out to completion primarily in the System Integration testing space. The role will work within a team of SME, Technical and Business Analysts and business resources to delivery testing outcomes.

3. KEY ACCOUNTABILITIES

1. Lead the Test Analysis process during Test Preparation – using their experience to convert the user stories/use cases/business and technical requirements into test requirements for System, System Integration, User Acceptance and Regression Testing.
2. Lead the Test Estimation process by directing the analysis of the non-functional test requirements as required.
3. Provide expert advice and ensure testing engagements are successfully carried out to completion. The role will work within a team of SME, Technical and Business Analysts and business resources to delivery testing outcomes within the infrastructure, security and other ERP projects.
4. Direct the preparation of test strategy, test plans for a given test phase, System Testing, System Integration Testing, User Acceptance Testing, Regression Testing and Production Verification Testing, based on the available project documentation (user stories/use cases/wireframes, interface contracts, business and technical requirements etc.)
5. Manage the preparation of test cases for a given test phase based on the Test Objective Matrices.
6. Direct the analysis and preparation of test data as required for test execution of a given set of test cases.
7. Lead and direct the execution of test cases (manual/automated) and other ad-hoc tests.
8. Oversee the documentation of the results of tests to inform the preparation of future application documentation and reduce the impact of application defects.
9. Manage and lead efficient defect management, raise defects during test execution and follow them through to closure.
10. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
11. Place the customer at the centre of all decision making.
12. Work with the Line Manager to develop meaningful performance development and review plans.

4. KEY CHALLENGES

- Working in a fast-paced complex technical environment undergoing significant change across people, process and technology.
- Developing and maintaining an effective working relationship within the BAU/Project/Program resources and across ICT departments.
- Developing and maintaining currency and understanding of the One TAFE range of applications and impact of new developments.

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5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Manager Quality Management & Assurance	• Receive leadership, advice and support. • Escalate issues.
Test Analysts/Automation Test Analysts	• Lead and support team work collaboratively to contribute to achieving the organisations business goals. • Lead and participate in meetings to obtain the work group perspective and share information.
SMEs/ Business Analysts/Technical Analysts	• Resolve and provide solutions to issues. • Discuss requirements and design specifications with analysts and SMEs in order to develop test requirements and objectives.
External	
Various Vendors	• Work in partnership with vendors to contribute to achieving the organisation's business goals.

6. POSITION DIMENSIONS

Reporting Line: Manager Quality Management & Assurance

Direct Reports: Nil
Indirect Reports: Nil

Financial delegation: Nil
Budget/Expenditure: Nil

Decision Making:

- Makes decisions on complex and sensitive issues through the detailed analysis of alternative courses of action and their implications on achieving organisational objectives and strategies.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

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7. ESSENTIAL REQUIREMENTS

1. Degree qualification in related field or equivalent significant experience.
2. Significant experience working as a Test Lead across the testing lifecycle: Sprint Testing, Systems Testing, Data Migration Testing, System Integration Testing and support of User Acceptance Testing.
3. Proven experience testing technical infrastructure and security controls or large scale ERP testing such as PeopleSoft Campus within an educational environment at the Enterprise Level, Curriculum management, SAP etc.
4. Solid experience in using JIRA and Zephyr/JIRA for test management, defects management and requirements management.
5. Ability to address and meet focus capabilities as stated in the Position Description.

8. CAPABILITIES

NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the NSW Public Sector Capability Framework. The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational **>** Intermediate **>** Adept **>** Advanced **>** Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	**Adept**
	Value Diversity and Inclusion	Intermediate
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	Adept
	Work Collaboratively	**Advanced**
	Influence and Negotiate	Adept
Results	**Deliver Results**	**Advanced**
	Plan And Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
Business Enablers	Finance	Intermediate
	Technology	**Advanced**
	Procurement and Contract Management	Intermediate
	Project Management	Adept

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Occupation / profession specific capabilities		
Capability Set	**Category, Sub-category and Skill**	**Level and Code**
	Development & Implementation, Systems Development, Testing	**Level 5- TEST**
	Change & Transformation Business Change Management, Business Process Testing	**Level 5 - BPTS**
	Delivery & Operation, Service Transition, Service Acceptance	Level 4 - SEAC

FOCUS CAPABILITIES

The focus capabilities for the Test Lead are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the position's key accountabilities.

NSW Public Sector Focus Capabilities

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Adept	• Keep up to date with relevant contemporary knowledge and practices. • Look for and take advantage of opportunities to learn new skills and develop strengths. • Show commitment to achieving challenging goals. • Examine and reflect on own performance. • Seek and respond positively to constructive feedback and guidance. • Demonstrate and maintain a high level of personal motivation
Relationships Communicate Effectively	Adept	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views. • Share information across teams and units to enable informed decision making. • Write fluently in plain English and in a range of styles and formats. • Use contemporary communication channels to share information, engage and interact with diverse audiences.
Relationships Work Collaboratively	Advanced	• Recognise outcomes achieved through effective collaboration between teams. • Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government. • Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions. • Network extensively across government and organisations to increase collaboration. • Encourage others to use appropriate collaboration approaches and tools, including digital technologies
Results Deliver Results	Advanced	• Seek and apply the expertise of key individuals to achieve organisational outcomes. • Drive a culture of achievement and acknowledge input from others.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		• Determine how outcomes will be measured and guide others on evaluation methods. • Investigate and create opportunities to enhance the achievement of organisational objectives. • Make sure others understand that on-time and on-budget results are required and how overall success is defined. • Control business unit output to ensure government outcomes are achieved within budgets. • Progress organisational priorities and ensure that resources are acquired and used effectively
Business Enablers Technology	Advanced	• Champion the use of innovative technologies in the workplace • Actively manage risk to ensure compliance with cyber security and acceptable use of technology policies. • Keep up to date with emerging technologies and technology trends to understand how their application can support business outcomes. • Seek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomes. • Actively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies.

Occupation specific capability set (Skills Framework for the Information Age – SFIA)

Category and Sub-Category	Level and Code	Level Descriptions
Solution Development & Implementation Systems Development	Level 5 TEST	**Testing (TEST) -** Coordinates and manages planning of the system and/or acceptance tests, including software security testing, within a development or integration project or programme. Takes responsibility for integrity of testing and acceptance activities and coordinates the execution of these activities. Provides authoritative advice and guidance on any aspect of test planning and execution. Defines and communicates the test strategy for the project. Manages all test processes, including test plans, resources, costs, timescales, test deliverables and traceability. Manages client relationships with respect to testing matters. Identifies process improvements and contributes to corporate testing standards and definition of best practice.
Business Change Business Change Management	Level 5 BPTS	**Business Process Testing (BPTS) -** Designs and manages tests of new/updated processes. Specifies test environment for whole lifecycle testing (for example, using a model office concept). Manages selection/creation of relevant scenarios for testing and ensures that tests reflect realistic operational business conditions. Ensure tests and results are documented, reported to stakeholders and are available for specification of user instructions. Highlights issues and risks identified during testing to business stakeholders. Provides specialist

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Occupation specific capability set (Skills Framework for the Information Age – SFIA)		
Category and Sub-Category	**Level and Code**	**Level Descriptions**
		guidance and advice to less experienced colleagues and users to ensure that test are conducted in an appropriate manner.

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