

## Role profile

### Description of role and context

Job title	QA Test Analyst		
Department/team	IT	Hours of work	9 – 5.30 (with some flexibility to work out of hours)
Line manager	Sr. Director, Applications Development and QA	Line reports	n/a

### Role purpose

The holder of this post is responsible for scripting and executing Functional testing across a range of Customer and Business websites to ensure applications meet defined requirements.

### How this role fits into the business

The post is located in Oxford, England, and will be responsible for ensuring that the software quality meets internal IT and business requirements.

### Key responsibilities

- Writing test cases and test scripts.
- Performing functional tests and documenting the results.
- Logging bugs and owning their resolution.
- Assisting other team members through the entire software development life cycle.
- Assisting in the creation and update of user guides.
- Using automation tools for regular tasks.
- Assisting the Senior QA tester with test planning and execution.

This job profile is current as at the date shown below. In consultation with the post-holder it is liable to variation by management to reflect or anticipate changes in or to the job.

## Person specification

### Knowledge

#### Essential:

- Writing test cases and scripts
- Logging defects/bugs
- Test documentation

#### Desirable:

- Scrum/Agile

### Experience

#### Essential:

- 3-5 years' experience in a testing environment
- Manual testing (System, functional, integration and User Acceptance Testing)

#### Desirable:

- Automated, Scripted Testing
- Software development life cycle

### Technical skills and abilities (or technical competencies)

#### Essential:

- Desktop and mobile environment testing experience, including testing with multiple web browsers and OS.
- Website testing
- Ability to comprehend process workflows, data flows, design specs, etc.

#### Desirable:

- Selenium
- Development experience (C# preferred)
- Sitecore or similar content management system
- Mobile App Testing

### Qualifications / training

#### Essential:

- ISEB / ISTQB foundation exam (Or equivalent experience or Degree in relevant subject)

#### Desirable:

### Behavioural competencies

This section highlights the behaviours from the TheMyers-BriggsCo competency framework that are **top priority** for this role. This does not mean that the others are not relevant, rather that those in bold are the behaviours that are **most critical to success**. Performance against these essential behaviours will be assessed in selection and considered within the performance appraisal process when evaluating the way an individual has approached their objectives.

Competency	Level	Competency	Level
Resilience and flexibility	2	Team working	2
Interpersonal effectiveness	1	Integrity	2
Written communication	2	Planning and organisation	1
Innovation and initiative	1		

## Summary of main terms and conditions of employment

The terms and conditions of employment applying to the position are as follows:

### Salary

Commensurate with experience

### Benefits

- 25 days paid holiday, plus up to five days unpaid leave per annum
- Free individual private healthcare and dental cover
- Group personal pension scheme where The Myers-Briggs Co matches individual contributions between 4% and 5% (eligible to join after three months)
- Life assurance, paying four times salary
- Parking available on site
- Employee Assistance Programme
- Long Term Disability Insurance

### Notice period

The contractual notice period for staff in the above post is one month on either side during the first 12 months, increasing to two months thereafter.

### Probationary period

3 months

### Hours of work

40 hours per week. Some adjustment to hours may be possible to accommodate those requiring flexibility.

Date role profile updated: August 2021