

## Software Test Analyst

Job Ref: REQ240595

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

Come and join IT Services at a UK top 10 university. We are at the forefront of supporting the digital campus, protecting, and securing our IT systems, and developing strategies to take us forward in a rapidly evolving world. Whatever stage you are at in your career Loughborough University provides a vibrant, dynamic experience. The atmosphere on campus is friendly and relaxed and offers fantastic facilities for staff to use.

### Job Description

**Job Grade: Management and Specialist Grade 6**

#### Job Purpose

To undertake assigned software testing tasks, across multiple work packages, including the creation and management of the supporting software testing documentation, according to the university's agreed standard.

#### Job Duties

- To participate in software projects to deliver effective and efficient business solutions to the university.
- To learn, understand and document the business processes the IT software development team supports, to improve the effectiveness and efficiency of the software testing process.
- To develop requirements traceability, maintain test cases, test scripts and automated tests.
- To participate in testing the student information systems, performing test execution and regression testing.
- To participate in the creation and management of software testing documentation to support recording, managing, and tracking software defects.
- To liaise with software developers and engineers, to ensure the resolution of reported defects, issues, and queries.
- To liaise with university staff, suppliers, the HE sector and government bodies in order to support the software testing process.
- To advise, assist and train staff in the use of the student information systems to help them resolve problems and use the systems to best effect.
- To keep abreast of relevant developments in IT and IT legislation, to provide optimal service.

- To undertake any other tasks on an occasional basis which may reasonably be required by the line manager.

### **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to Product Development Manager .

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage	
Experience	Of testing large, complex, corporate information systems.	1,3	
	Of creating test cases/anticipating test scenarios.	1,3	
	Of creating test scripts.	1,3	
	Undertaking manual test execution.	1,3	
	Of the creation and management of software testing documentation, to support the recording, managing, and tracking of software defects.	1,3	
Skills and abilities	Ability to interpret technical requirements specifications.	1,3	
	Ability to estimate and prioritise work packages.	3	
	Ability to present information professionally and in a format suitable to its intended audience.	1,2	
	Ability to work across multiple workstreams at the same time.	1,3	
	Ability to work to agreed standards and procedures.	1,3	
	Ability to work efficiently with minimal supervision, manage one's own time well and work under pressure.	2,3	
	Ability to work as a team, to ensure the team meets its deadlines.	3	
	Ability to communicate effectively both written and verbally with IT and non-IT staff.	3	
	Ability to get on well with people, to build positive working relationships, both inside and outside of IT Services.	3	
	Ability and eagerness to meet new objectives and learn new skills.	1,3	
	Attention to detail.	2	
Training	Evidence of having undertaken continued professional development.	1,3	
Qualifications	Degree with relevant IT content, or relevant professional IT qualification coupled with industry experience.	1	
	Relevant software testing qualification, i.e., ISTQB Foundation Certificate in Software Testing.	1	
Other	Compliance with relevant university policies, i.e., Equality.	1,3	

## Desirable Criteria

Area	Criteria	Stage
Experience	Of working in a Higher Educational environment or similar organisation.	1,3
	Undertaking automated testing.	1,3
Skills and abilities	Understanding of SQL or PL/SQL.	1,3
Qualifications	Training and/or qualifications in wider areas of IT.	1

## Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Grade 6, Management and Specialist, £33966 - £44263 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 6 AND ABOVE, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Applications

The closing date for receipt of applications is **as per the advert**.

