

JOB DESCRIPTION

# Analyst Test and Performance

<b>ROLE TITLE</b>	Analyst Test and Performance
<b>SECTION/DIVISION:</b>	IT Information Systems, Digital Division
<b>REPORTS TO:</b>	Group Leader Test and Performance, <i>with a dotted line reporting to Product Manager or Programme Manager, as applicable</i>
<b>DIRECT REPORTS (FTE):</b>	Nil
<b>INDIRECT REPORTS (FTE):</b>	Nil
<b>PRIMARY PURPOSE OF THE ROLE:</b>	<p>Execute and report on testing processes and solutions using prescribed frameworks and scripts to support the quality, reliability and completeness of information systems deployed on university platforms.</p> <p>The role provides end to end testing of information systems under development; and ongoing maintenance of the quality assurance processes; to reduce development defects, maintain quality standards, and support deliverables are fit for purpose and meet the business requirements.</p> <p>A client-focused orientation, with a sound understanding of business and user needs, is important to success in this role.</p>
<b>ACCOUNTABILITIES:</b>	<p><b>Testing, TEST: Level 4</b> Selects appropriate testing approach, including manual and automated testing.</p> <p>Develops and executes test plans and test cases. Implements scalable and reliable automated tests and frameworks.</p> <p>Collaborates across parties involved in product, systems or service design and development to enable comprehensive test coverage. Identifies improvements in requirements, design or specification processes to increase the effectiveness and efficiency of testing.</p> <p>Analyses and reports on test activities, results, issues and risks, including the work of others.</p> <p><b>Acceptance testing, BPTS: Level 4</b> Develops acceptance criteria related to functional and non-functional requirements, business processes, features, user stories and business rules.</p> <p>Designs, specifies and executes test cases and scenarios to test that systems, products and services fulfil the acceptance criteria and deliver the predicted business benefits.</p> <p>Collaborates with project colleagues and stakeholders involved in the analysis, development and operation of products, systems or services to ensure accuracy and comprehensive test coverage.</p> <p>Analyses and reports on test activities, results, issues and risks including the work of others.</p> <p><b>Stakeholder relationship management, RLMT: Level 4</b> Deals with problems and issues, managing resolutions, corrective actions, lessons learned, and the collection and dissemination of relevant information.</p>

---

Implements stakeholder engagement/communications plan. Collects and uses feedback from customers and stakeholders to help measure the effectiveness of stakeholder management.

Helps develop and enhance customer and stakeholder relationships.

**Problem management, PBMG: Level 3**

Investigates problems in systems, processes and services.

Assists with the implementation of agreed remedies and preventative measures.

**Methods and tools, METL: Level 3**

Provides support on the use of existing methods and tools.

Configures methods and tools within a known context.

Creates and updates the documentation of methods and tools.

**Systems integration and build, SINT: Level 3**

Defines the software modules needed for an integration build and produces a build definition for each generation of the software.

Accepts completed software modules, ensuring that they meet defined criteria. Produces software builds from software source code for loading onto target hardware.

Configures the hardware and software environment as required by the system being integrated. Produces integration test specifications, conducts tests and records and reports on outcomes.

Diagnoses faults and records and reports on the results of tests. Produces system integration reports.

**User experience evaluation, USEV: Level 3**

Evaluates design options and prototypes to obtain user feedback on requirements of developing systems, products, services or devices.

Tests the usability and accessibility of components and alternative designs. Administers a range of evaluations, recording data and feedback. Analyses evaluation data and recommends actions. Identifies areas for future user research.

Checks systems, products, services or devices for adherence to applicable standards, guidelines, style guides, and legislation.

Evaluates the usability of existing or competitor systems to provide benchmark values and as input to design.

---

**KEY RELATIONSHIPS:**

Internal

Digital Division colleagues  
Project sponsors, managers  
Academic and professional staff

External

University and industry peers  
Health New Zealand, Research Groups  
Consultants, suppliers and vendors

---

**QUALIFICATIONS AND EXPERIENCE:**

Essential

Tertiary level qualification or equivalent body of knowledge appropriate to the role. Proven experience in the IT industry supporting a range of operating systems, information systems and/or environments. Good working knowledge of a range of information systems their platforms and operating system interactions.

---

	<p>Good working knowledge or experience with a variety of scripting languages and standards.</p> <p><u>Preferred</u>  Tertiary level IT qualification with some formal qualification in testing standards (e.g. ISTQB Certification)  Proven experience in a medium sized environment supporting enterprise-wide information systems.  Experience with testing deliverables (test scenarios, scripts, defect lifecycle).  Experience preparing test data required for test examination; and developing test plans.  Experience identifying, analysing and documenting defects, questionable behaviour, errors and inconsistencies with functionality and output  Experience producing steps which exhibit bugs in products and reproducing and communicating those steps</p>
<b>TECHNICAL SKILLS AND KNOWLEDGE:</b>	<p>Requirements analysis, test planning, test execution and defect management  Working knowledge of test management software  Previous history of testing ERP systems  Testing of a wide range of Mobile and Web Apps.  Experience in Relational Databases and ability to write complex Queries for test validation.  Understanding of the use of test data based on NZ data regulations and the guidelines regarding Māori Research Ethics.  Exposure to Quality Assurance processes and standards  Familiarity with Agile methodologies and frameworks such as BDD (Behaviour Driven Development)  Solid understanding of web technologies such as HTML, CSS and AJAX  Knowledge of cloud solutions / platforms  Experience of API and integration / end-to-end testing  Testing for performance and fail-over assurance.</p>
<b>SPECIAL REQUIREMENTS:</b>	<p>May need to be available at short notice to participate in the response to unplanned service affecting events. Support of scheduled after hours work will be required on occasion. Some travel may be required to attend other sites. Positions may be allocated to sub - teams with shared responsibility for specific information systems based on the technology skills of the individual.</p> <p>At the University, we are required to be compliant with the Public Records Act 2005 and Privacy Act 2020. Staff are expected to participate in available training to understand these requirements and effectively manage information accordingly.</p>
<b>DIRECT BUDGET ACCOUNTABILITY:</b>	<p>Nil</p>
<b>MĀORI STRATEGIC FRAMEWORK:</b>	<p>Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.</p>
<b>PACIFIC STRATEGIC FRAMEWORK:</b>	<p>Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.</p>
<b>HEALTH AND SAFETY:</b>	<p>Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.</p>
<b>SUSTAINABILITY:</b>	<p>Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.</p>



## SKILLS FRAMEWORK FOR THE INFORMATION AGE (SFIA)

### Analyst Test and Performance

Role Type: Tester

#### SFIA Levels of responsibility

Autonomy	4	Influence	4	Complexity	4	Business Skills	4	Knowledge	4
----------	---	-----------	---	------------	---	-----------------	---	-----------	---

#### SFIA Skills Profile

Category	Subcategory	Skill	Code	L1	L2	L3	L4	L5	L6	L7
Development and implementation	Systems development	Testing	TEST							
Change and transformation	Change analysis	Acceptance testing	BPTS							
Relationships and engagement	Stakeholder management	Stakeholder relationship management	RLMT							
Delivery and operation	Service management	Problem management	PBMG							
Strategy and architecture	Advice and guidance	Methods and tools	METL							
Development and implementation	Systems development	Systems integration and build	SINT							
Development and implementation	User experience	User experience evaluation	USEV							

<https://help.sfia.nz/hc/en-nz/sections/4407230514201-Levels-of-responsibility>

<https://sfia-online.org/en/sfia-8/sfia-views/full-framework-view?path=/glance>