

Position Description

Test Lead

Reports to Test Practice Lead	Location Wellington	Band 15	Date December 2024
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Role Overview

In this role you will provide expertise and leadership in the delivery of quality testing with our in-house team and our outsourced providers. The Test Lead is accountable for implementing and monitoring the testing standards for Education Payroll within software testing area. The Test Lead is responsible for leading the testing and reporting activities in the agile software delivery teams.

Key Responsibilities and Accountabilities

Software Testing	<p>Creation of test plan and estimation, design, documentation, implementation and reporting on projects and releases.</p> <p>Conduct functional, regression, and integration testing – manual and exploratory testing as and when required.</p> <p>Produce auditable and reusable test deliverables.</p> <p>Take ownership of testing issues through to resolution.</p> <p>Ensure that correct testing techniques and standards are followed.</p> <p>Provide input to improve and automate the testing to achieve efficiencies in the process</p> <p>Supports other leaders with the implementation and embedding of Agile practice at Education Payroll.</p> <p>Execute Education Payrolls testing practices that contribute to the achievement of the organisations strategic objectives.</p> <p>Support Agile methodology and play an active role in embedding of Agile practice at Education Payroll.</p> <p>Seek ways to improve and automate the testing to achieve efficiencies in the process.</p>
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	<p>Recognise when testing is a candidate for automation and have the skills to execute automated testing.</p> <p>Deliver testing services to meet BAU requirements as well as supporting programmes/projects of work and major cyclic work.</p> <p>Confident in working across varying software methodologies and working to aggressive timelines.</p> <p>Possess an ability to work in an environment where you can influence and direct change.</p>
Quality Improvement	<p>Drive continuous improvement initiatives in software testing practice, as well as take a hands-on approach to implementing that initiative.</p> <p>Lead efforts to develop, document, and implement applicable improvement in processes and procedures to provide more effective quality methods within the group in support of providing quality products.</p> <p>Make suggestions for changes and improvements that increase quality and how to implement them.</p> <p>Assist Education Payroll management team in the implementation of relevant quality tools to improve the business.</p> <p>Look at ways to reduce waste and increase quality throughout Software Development Lifecycle.</p>
Mentoring	<p>Mentor and oversee the work of other software testers in both the functional and automation test spaces and provide technical leadership on the best practices in software testing technique within Education Payroll.</p>

Leadership Expectations

The following Leadership expectations apply to this role.

Lead Self	<p>Demonstrate the EPL values - Treat everyone with respect; works as a team; make things easier; improve through understanding; learn through doing.</p> <p>Maintain positive relationships.</p> <p>Hold yourself accountable.</p> <p>Be agile and adaptive.</p> <p>Show courage.</p>
Lead EPL	

Strategic Planning	Actively contribute to creating and maintaining a strategy that aligns actions, plans and resources with business objectives.
Business Planning	Plan and take actions that ensure a sustainable workforce now and into the future, including developing succession plans. Define and prioritise initiatives across the medium and short term that align with the EPL strategy and objectives.
Financial Management and Strategic Financial Management	Make decisions that support the effective use and control of EPL financial resources, within budget and delegations. Ensure financial decisions align with the long-term goals of EPL, maximise value and mitigate risk.
Risk Management	Identify, assess, mitigate and record risks arising from internal process, people, systems or external events that could potentially disrupt business operations and/or breach legislative requirements. Escalate risks that cannot be sufficiently mitigated within your span of control. Take collective responsibility for enterprise risk management and understand the cumulative impact of risks across the organisation.
Contract and Supplier Relationship Management	Actively manage contracts for supplies and products in a way that ensures delivery in accordance with the agreed performance standards and provides value for money for EPL.
Customer Orientation, Continuous Improvement and Quality Assurance	Consider the customer perspective, needs and satisfaction in all aspects of business strategy and operations. Approach operations with a continuous improvement mindset, working to enhance products, processes and services incrementally over time. Assure performance and quality objectives are being met through regular assessments and reviews. Take appropriate action where performance is below standard.

Required Experience, Skills and Knowledge

To be successful in this position you will need:

- A Bachelor's degree or equivalent experience in relevant technology fields
- Minimum 8 year experience in software testing both functional and automated

- Previous experience in a lead role related to QA or testing
- ISTQB foundation testing certification or similar is desirable, but not essential
- A deep understanding of QA and/or testing management processes
- The ability to build strong relationships with key stakeholders and customers
- Working experience of user acceptance testing methodologies and tools
- Understanding of IT practices and frameworks including Systems Development Life Cycle, Change Management and Risk Management