POSITION DESCRIPTION

Position Title: Senior Test Analyst
Organisation Unit: Office of the Deputy Vice-Chancellor (Research)
Position Number: 
Type of Employment: Full-time, Fixed-term for 6 months
Classification: HEW Level 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The Deputy Vice-Chancellor (Research) is a member of the University’s Senior Executive and has responsibility for enhancing the University’s performance and reputation in research, research training, and research collaboration with external stakeholders, nationally and internationally. This includes the strategic management of research at an institutional level; development of research policy; management of research strategic initiatives, and development of research collaborations in Australia and overseas. The Deputy Vice-Chancellor (Research) also interacts closely with Executive Deans and Institute Directors who have operational responsibility for research development within the University’s Faculties and Institutes respectively, and chairs the University Research Committee, a committee of the Academic Board that promotes and supports research and research training within the University.

The Deputy Vice-Chancellor (Research) is supported by the staff in the UQ Research and Innovation portfolio. Units within the portfolio have responsibility to support the University’s research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; grants management; research performance data management; research higher degree management; and research ethics and integrity.

Further information is available at: http://www.uq.edu.au/research

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this position is to develop testing strategies and to also undertake testing activities for the Research Management System (RMS) project. In particular, this role will work closely with the RMS project team, core business process owners and the wider stakeholder community to develop and test system functionality and manage user acceptance testing. This position will also be required to work with the external vendor to deliver a successful business outcome.
Duties

Duties and responsibilities include, but are not limited to:

- Developing a comprehensive testing strategy and plan, that includes how, when and where testing is to be conducted, with clear entry and exit criteria.
- Review business requirements, business process flow diagrams and other documentation to assure quality of the product and tests to be developed.
- Prepare test scenarios, test cases and regression suits.
- Undertake manual test execution and documentation.
- Coordinate and manage the testing activities with internal stakeholders and external testing team.
- Raise issues and actively manage its resolution.
- Prepare test summary report to the project manager and key internal stakeholders.
- Work with the external vendor to resolve issues and defects.
- Provide requirements traceability of testing deliverables to ensure end to end coverage.

Other

- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  - the University's Code of Conduct.
  - requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School.
  - the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures.
  - requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University.

Organisational Relationships

The position reports to the Project Manager, Research Management System.
SELECTION CRITERIA

• Qualification and training equivalent to an undergraduate degree in IT or related field and subsequent relevant experience; OR an equivalent combination of experience, education and training.

• Experience and/or significant knowledge in all of the following areas;
  o Creating well-designed and reusable test cases
  o Performing and coordinating testing activities
  o Systems testing
  o Integration testing
  o UAT testing

• Demonstrable experience in dealing effectively with users, to undertake UAT testing sessions.

• Experienced in defect management and co-ordination with external development teams including usage of appropriate tools.

• Experience in creating test strategy, test plans & test summary reports.

• Excellent written, verbal and interpersonal skills including the ability to communicate effectively with stakeholders by telephone, email and in person.

• Ability to prioritise own workload, work independently and meet deadlines.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.