

**Position Title:** Testing Officer

**Position Classification:** Level 6

**Position Number:**

**Faculty/Office:** IT Portfolio Management Office

**School/Division:** University IT

**Centre/Section:** Strategy and Architecture

**Supervisor Title:** Manager, Digital Transition

**Supervisor Position Number:** 320803

**Your work area**

UWA’s International function oversees initiatives focussed on achievement of global engagement and internationalisation strategy. The International function works collaboratively across the University to progress international student recruitment, research, and industry engagement initiatives. It establishes strategic partnerships and maintains strong relationships with key education, research, public and private sector organisations worldwide.

**Reporting Structure**

**Reports to:** Manager, Digital Transition

**Direct Reports:** None

**Your role**

The testing officer is an integral part of the Digital Transition Team, responsible for supporting testing activities during the transition phase of digital projects, including software development and infrastructure upgrades.

This role involves executing test cases, identifying, and reporting defects, and assisting senior testers in ensuring the quality and reliability of digital solutions. The Junior Tester will have the opportunity to learn and grow under the guidance of experienced testing professionals in diverse project contexts.

**Key responsibilities**

Develop and implement comprehensive test plans, test cases, and test scripts for digital solutions, encompassing both software development projects and infrastructure upgrades, under the guidance of senior testers.

Conduct manual testing to validate the functionality, performance, and usability of digital solutions in software and infrastructure projects.

Document and track defects and collaborate with senior testers and technical teams to ensure their timely resolution for both software and infrastructure projects.

Participate in functional, regression, and system integration testing activities as part of the digital transition process, considering the complexities introduced by both software development and infrastructure upgrades related projects.

Learn and work with testing tools and frameworks, gaining proficiency in automated testing practices, particularly for integration testing purposes.

Contribute to the creation and maintenance of testing environments, including integrated environments, to support testing activities.

Collaborate with cross-functional teams to understand project requirements and testing objectives.

Learn from senior testers and actively seek opportunities for professional development in testing methodologies and best practices, with a focus on integration testing skills.

Collaborate with the Digital Transition Manager and the team to enhance testing processes and drive continuous improvement.

Provide guidance to the project infrastructure technical teams to ensure adequate alignment with the test framework.

**Your specific work capabilities (selection criteria)**

Bachelor’s degree in computer science, Information Technology, or related field.

Understanding of software testing concepts and methodologies, applicable to both software development and infrastructure upgrade related projects.

Familiarity with testing tools or willingness to learn automated testing tools suitable for diverse project contexts.

Strong attention to detail and ability to follow testing instructions accurately in both software and infrastructure related projects.

Excellent problem-solving skills and the ability to analyse complex scenarios involving system integrations.

Good communication and teamwork skills to work effectively in a collaborative environment for diverse digital projects.

Ability to prioritize tasks and manage time effectively to meet project deadlines in diverse digital contexts.

**Special Requirements (selection criteria)**

ISTQB or similar testing certification is desirable, but not mandatory.

Experience in Agile or DevOps environments is desirable, but not mandatory.

**Compliance**

**Workplace Health and Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

**Equity and Diversity**

All staff members are required to comply with the University’s Code of Ethics and Code of Conduct and Equity and Diversity principles Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/publications/code_of_ethics>, <http://www.equity.uwa.edu.au>