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SA Health Job Pack

Job Title	Senior Test Specialist
Eligibility	Open to Everyone
Job Number	690867
Applications Closing Date	21 June 2019
Region / Division	Department for Health and Wellbeing
Health Service	EMR Project
Location	Adelaide
Classification	ASO6
Job Status	Full Time / Term Contract (up to 27 December 2019)
Salary	$90,984-$96,343

Contact Details

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Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

☐ Child Related Employment Screening - **DCSI**

☐ Vulnerable Person-Related Employment Screening - **NPC**

☐ Aged Care Sector Employment Screening - **NPC**

☒ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category C (minimal patient contact)

· *This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact). Please click here for further information on these requirements.*

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -
- ➪ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ➪ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to http://www.sahealthcareers.com.au/information/ for further information regarding
- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements

ROLE DESCRIPTION

Role Title:	Senior Test Specialist
Classification Code:	ASO6
LHN/ HN/ SAAS/ DHW:	Department for Health and Wellbeing
Division:	EMR Project
Department/Section / Unit/ Ward:	eHealth Systems
Role reports to:	Test Manager
Role Created/ Reviewed Date:	March 2016
Criminal History Clearance Requirements:	☐ Aged (NPC) ☐ Child- Prescribed (DCSI) ☐ Vulnerable (NPC) ☒ General Probity (NPC)
Immunisation Risk Category Requirements:	☐ Category A (direct contact with blood or body substances) ☐ Category B (indirect contact with blood or body substances) ☒ Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

The Senior Test Specialist is accountable to the Test Manager to provide testing services and testing execution across SA Health but primarily for the EMR Project.

The incumbent will apply SA Health's test policy, test strategy and associated test approaches, and participate in all the testing activities that will involve testing teams, developers, vendors and the Business.

Direct Reports:

> Nil

Key Relationships/ Interactions:

Internal
> Maintains a close working relationship with the Test Manager, EMR Project Clinical and PAS Analysts.
> Maintains a close working relationship with the Testing Coordinator and the Test Team members.
> Liaises with technical staff across branches of eHealth Systems.
> Liaises with the EMR Project Adoption Managers, line management and staff within the EMR Project and eHealth Systems.

External
> May liaise with external vendors and suppliers.

Challenges associated with Role:

Major challenges currently associated with the role include:

> Be able to convert business requirements to test cases.
> Ensure that all Interfaces to EMR have testable requirements.
> Liaise with both business and technical staff.

Delegations:	

> Nil

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Test Management Services	> Lead the review, development and execution of detailed test plans, test scenarios and test cases to cover the various testing phases and testing cycles of a release/change/project. > Lead the development of testing documentation to ensure key requirements and project deadlines are met > Applying the Application Services Test Strategy, standards and processes. > Ensuring that testing is consistent with the application management lifecycle and that testing is conducted as defined in the test plans and design. > Research and development of solutions that can simplify or automate test management processes. > Develop test scenarios and test cases, and execute them where appropriate and where required. > Reviewing business requirements with a focus on ambiguity, missing information, generic statements and non-testable items, to ensure that those requirements can be a reliable base on which the development of test scenarios and test cases can be developed.
Stakeholder Engagement	> Providing professional IT testing services to the Project/Release Managers. > Working as part of a team of testing specialists. > Utilising the testing tools and processes and applying them effectively. > Liaising with other teams within eHealth Systems and the EMR Project, where required, to ensure appropriate test activities and resources are included in project and release plans. > Liaising with other eHealth Systems directorates to ensure appropriate test related activities are planned and performed. > Liaising with third parties to test and validate interfaces to suppliers, service providers and partners. > Acting as a mentor to the Senior Test Analyst. > Assisting with scheduling test environments to optimise the use of those environments and to ensure all testing requirements within the application services are met. > Assisting with coordinating and scheduling interfaces for testing activities, including the interfaces availability and feasibility and ensuring that the required stubs/simulators exist where applicable. > Managing test events, incidents and problems during testing execution.
Service Improvement	> Reviewing and assisting with the development of and continuous improvement of the test strategy, standards and processes to be used in Applications Services. > Applying development and implementation of a model for testing services and associated best practice tools, processes, standards and methodologies. > Contibute to the delivery of improved service practices, processes and outcomes. > Participate in the establishment of a continuous improvement program and practices.

Continuous Improvement	> Contributing to the implementation of quality improvement standards and measurement strategies within the Application Services branch.
	> Ensuring that external service providers, consultants, contractors, vendors and partners provide quality deliverables to SA Health and its customers.
	> Being responsive to customers by leading and prioritising testing services delivery within the required timeframes.
	> Promoting knowledge and information sharing amongst team members to deliver high quality testing services to customers.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

> Nil.

Personal Abilities/Aptitudes/Skills:

> Demonstrated effective interpersonal and, written and verbal, communication skills with a significant capacity to present complex concepts clearly and concisely.

Experience:

> Experience in the deployment of a test strategy and testing approaches within a large, complex organisation.
> Experience in the various phases of testing including but not limited to Functional Testing, User Acceptance, Data Mitigation Testing, etc.
> Experience in working in multiple technical and infrastructure environments.
> Experience in the management of testing defects, including tracking them until resolution.
> Experience in identifying and raising project and testing risks and issues and tracking them.
> Experience in developing test conditions, test scenarios, test cases and test scripts.
> Experience in Risk Based Testing.
> Experience in using professional testing tools and software, including automated testing tools.

Knowledge:

> Exposure to test management processes such as migration changes, business requirements analysis, defects management, etc.
> Demonstrated knowledge of test design and planning within a large, complex organisation.
> Sufficient knowledge of test standards, tools, methods and processes consistent with an application management lifecycle.
> Knowledge of available technologies and strategic directions in an ICT environment.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

> Bachelor Degree in IT, Computer Science, or related field.
> ITIL Foundation or equivalent.
> ISTQB Software Testing Foundation.

Special Conditions:

> The incumbent may be required to work out of hours and some intra/interstate may be required.
> A flexible approach to the taking of leave is required.
> Will be required to participate in site activation activities as determined by Manager.
> It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Criminal and Relevant History Screening.
> *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
> Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).
> Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
> Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
> The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:
> *Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.*
> *Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.*
> *Meet immunisation requirements as outlined by the Immunisation for Health Care Workers in South Australia Policy Directive.*
> *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
> *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
> *Disability Discrimination.*
> *Independent Commissioner Against Corruption Act 2012* (SA).
> *Information Privacy Principles Instruction.*
> *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008 and the SA Health (Health Care Act) Human Resources Manual.*
> *Relevant Australian Standards.*
> *Duty to maintain confidentiality.*
> *Smoke Free Workplace.*
> *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.*
> *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

SA Health has committed to implementing a new Electronic Medical Record ("EMR") as the foundation of Australia's first fully integrated state-wide electronic Health Record ("eHR").

The implementation of an EMR will signal significant change throughout SA Health. Most, if not all, medical, nursing, midwifery, allied health and support staff will be affected by the introduction of the new system and in particular the new capabilities and associated ways of working that will result from the introduction of an EMR.

Clinical leadership and engagement will be paramount to drive business change across the health system with particular focus on developing new business models of patient care which the Sunrise EMR will be configured to support. As a result, clinical engagement for the EMR Project will need to commence in the planning phase for the project and continue throughout the implementation and post-implementation phases to ensure effective and efficient delivery of the EMR Project. The SA Health EMR Project is a clinical program that uses information technology to support clinical practice innovation. Therefore embedding an ethos of innovation and clinical engagement through the course of the project is critical.

The EMR Project brings together SA Health leadership, the clinical community, administration and ICT staff into a single project team responsible for the implementation of the EMR across all South Australia's health care facilities. The Sunrise EMR will play a central role in supporting the South Australian health reform agenda by providing the means of transforming SA Healthcare: A single information system for partnerships in care at all times in all places.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

> We are committed to the values of integrity, respect and accountability.
> We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
> We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

> Democratic Values - Helping the government, under the law to serve the people of South Australia.
> Service, Respect and Courtesy - Serving the people of South Australia.
> Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
> Accountability- Holding ourselves accountable for everything we do.
> Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: **Role Title:**

Signature: **Date:**

Role Acceptance

Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name: **Signature:**   **Date:**