### Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

#### 1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Test Lead</td>
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<tr>
<td>Reports to:</td>
<td>Major Programmes Test Lead</td>
</tr>
<tr>
<td>Salary:</td>
<td>£33,199 - £39,609</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related &amp; Support Staff</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade 7</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>1 Year FTC</td>
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<tr>
<td>Working hours:</td>
<td>37 hours per week: Mon - Fri</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
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<tr>
<td>Closing date:</td>
<td>29 March 2019</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Short application form CV and Cover letter</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>1</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Resourcing Hub</td>
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</table>
2. Summary of duties

**Role Purpose:** To lead a testing team on day to day activities within IT test projects or work streams that they are assigned to. To have a high degree of testing knowledge and expertise to ensure testing activities are planned and reported in line with the programme/project test strategy and test processes, within the Testing Centre of Excellence. The role holder will mentor and guide other personnel involved in test preparation and execution.

- Produce test plans for assigned test area.
- Make changes to the plans to reflect to dependency issues and cross-project resource issues.
- Liaise with the Major Programmes Test lead to ensure that work is not overlooked or duplicated.
- Undertake and oversee test preparation and test execution within the Software Development Lifecycle.
- Utilise and administer, where appropriate, test tooling.
- Report testing progress to the Major Programmes Test Lead.
- To own the defect management and reporting process and to make sure that this process is as efficient as possible.
- To liaise with all programme teams for defect resolution.
- Ensure that defined success criteria are adhered to.
- Drive adaptation of automated test tooling.
- To line manage a small team of up to 5 testers
- Team building and mentoring of junior team members
- To contribute towards best practice within the Testing Community of Practice.

3. Person specification

**Requirements (E = Essential/ D = Desirable)**

**Education, qualifications and training**

**Desirable:**
- ISTQB Foundation Certificate in software testing

**Knowledge, work and other relevant experience**

**Essential:**
- Proven organisational ability and experience of test planning and managing small test teams within projects or work streams
- Good awareness of modern testing methodologies, practices and approaches and strong understanding of the system development life cycles
- Evidence of developing and maintaining good and effective relationships with internal and external business partners
- Some experience of effectively managing Third Party suppliers
- Some experience of motivating and building effective teams
- Understanding of business drivers, pressures and value
- Able to simplify and communicate complex issues
- Broad understanding of the use of IT in business, with some ability to understand and explain technical IT issues
- Knowledge of test automation practices and frameworks within the Software Development Lifecycle
Desirable: Experience of testing in SAP implementation projects

**Personal abilities and qualities**

**Essential:**
- Excited by and driven to deliver bottom line value for the organisation
- Good communication and influencing skills – verbal and written – with ability to liaise at all levels
- Good planning and organisational skills
- Able to prioritise workload and manage own time effectively

**Desirable:**
- At ease working with a team
- Developing Relationship management
- Developing Communicating and Influencing
- Personable approach to individuals
- Developing Leader and Shaper
- Credible individual (Business and Technical)

### 4. Role specific requirements e.g. Shift working

NA

### 5. About IT

The Higher Education sector in England is undergoing dramatic change as institutions adjust to serious reductions in state funding for teaching and students have to bear more of the cost of their education. As well as these cost drivers, the entry of more private providers to the sector and the increasing consumer power of high fee-paying students will put a premium on service delivery and cost efficiency. In turn, this will throw emphasis on the development of robust, efficient, enterprise-scale IT systems to increase efficiency and customer choice.

Information Technology provides and supports all central University IT services and is responsible for the University's technical infrastructure. In addition to this service and support provision, it develops systems to support the business requirements of the organisation.

**The IT Development department** has a number of teams including Professional Services, External Engagement, Learning and Teaching Innovation and Academic Services.

The IT Development function is responsible for the development and maintenance of the University's key operational applications. The main systems support Virtual Learning, Student and Customer Administration, Course Development and Production, Finance and Staff.

The CSR programme will replace the University’s core back-office systems with a single supplier solution. The CSR programme is being led by the University IT department and is made up of 4 key project areas; HR, Finance, Student Lifecycle and IT.
6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application, please contact or email TBD

If you have any questions regarding the application process, please contact or email Resourcing-Hub@open.ac.uk

7. The application process and where to send completed applications

| Please ensure that your application reaches the University by: | TBD |
| Send it to: | Resourcing-Hub@open.ac.uk |
| Name/Job title: | TBD |
| Department/Unit: | TBD |
| Address: | Walton Hall |
| Post Code: | MK7 6AA |
| Or e-mail your application to: | Resourcing-Hub@open.ac.uk |

8. Selection process and date of interview

| The interview panel will be chaired by: | The interview panel will be chaired by Liz Smith. |
| The other members of the interview panel will be: | The other members of the interview panel will be (TBD). The interviews will take place on a date to be advised. |
| The interviews will take place on: | TBD |
| The selection process for this post will include | The selection process for this post will include an interview |

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.