

Test Analyst (12-month FTC)

Job purpose:

Reporting to the Test Services Manager, this role forms part of the testing team and is responsible for providing testing services on projects, driving test process improvement, test tooling, and ensuring that a robust approach to quality assurance is embedded in the culture of the Law Society.

Key Accountabilities:

- Responsible for leading, planning, executing, and coordinating testing activities in line project timelines
- Own test documentation including strategy, approach, plans, test cases, completion reports for concurrent pieces of work
- Develop effective working relationships with key stakeholders
- Build and maintain effective relationships with suppliers and third parties, using these to ensure the delivery of testing solutions in a timely fashion
- Work effectively with the Test Services Manager to define and implement standard test processes across projects, small change and business as usual
- Actively review and make well considered proposals to improve existing processes, models and tooling, identifying and implementing improvements where necessary
- Control testing related risks and issues, analyse impact on the business and escalate as appropriate
- Perform defect management duties (raising, retesting, triaging)
- Support automation and performance testing where and if required

Knowledge, skills and experience

Essential:

- Proven industry experience in testing and quality assurance
- Demonstrable experience supporting projects through to successful completion.
- Experience of building and running test and QA processes
- A strong understanding of SQL
- Working knowledge of automation and performance testing processes, tools, strategies
- Excellent knowledge of the Software Development Lifecycle and testing methodologies
- Experience in the planning, co-ordinating and execution of all test activities
- Excellent attention to detail and able to collect evidence in support of testing activities
- Experienced in defect management processes and test status reporting
- Able to communicate effectively with a broad range of colleagues and stakeholders
- Ability to deliver high quality output on time whilst working on multiple tasks concurrently
- Able to work autonomously to deliver work to a high standard, gathering information to make informed decisions and escalating where appropriate
- A proactive and constructive approach to resolving challenges
- Able to successfully manage own wellbeing, with the support of the Law Society as appropriate.

Planning & Organising

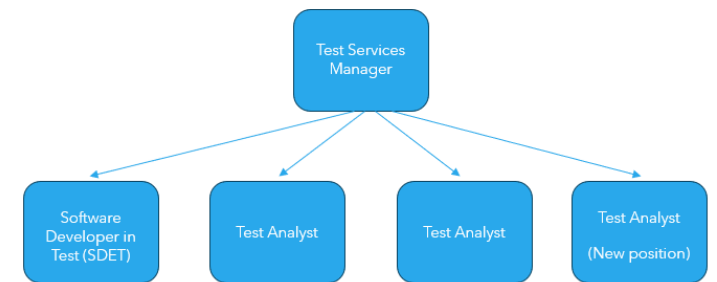
Essential:

- Planning, organisation and co-ordination skills
- Able to manage and deliver to stakeholder expectations
- Self-starter, able to innovate and work under own initiative
- An ability to hit deadlines and meet milestones

- A commitment to contributing to a welcoming and respectful work environment
- Relevant experience in risk, issue and defect management
- Experience in liaising with internal and external suppliers and other third-party service providers

Desirable:

- ISTQB Certified Agile Tester / Foundation in Agile, or ISEB Intermediate certification.
- Working knowledge of Development, and Release Management processes
- Experienced in Azure Devops (Repos/Pipelines/Test Plans)
- Working knowledge or experience in automation and performance testing

Organisation Chart

Dimensions

- Based at Chancery Lane, London but flexibility to work from home (as agreed with line manager).
- Reporting to the Test Services Manager
- Flexibility is essential to meet project and programme deadlines
- 12-month Fixed Term Contract
- Responsible for the delivery of all aspects of testing