

Test Lead

Job purpose: To lead testing of the Law Society's new finance solution (Purchase Order Processing, Accounts Payable/Receivable, Reporting, Budgeting & Forecasting) including data migration and end-to-end processing with multiple internal and external interfaces, ensuring robust IT quality assurance, compliance and no disruption to a business critical service.

Key Accountabilities

- Use previous experience of testing finance products to agree with the Law Society's Test Manager strategic testing objectives for the finance project and take ownership for delivering them
- Produce test documentation including approach, plan and completion reports in line with the agreed test strategy (encompassing functional, integration, user acceptance, performance, accessibility, security and disaster recovery testing)
- Provide estimates for testing and ensure suitable test resources are recruited in line with TLS processes
- Manage the project test team, including operational subject matter experts undertaking User Acceptance Testing, to deliver activities in line with the agreed test strategy and plan
- Task management of test analysts, sharing knowledge and experience as required to ensure quality of delivery; this role may require hands-on test execution to ensure that objectives are achieved
- Implementation of standard quality assurance processes across project test streams, small change and business as usual, ensuring repeatable testing and audit trail with supporting evidence for all test activity
- Manage testing related risks, issues and dependencies, analyse impact on the business and escalate as required, ensuring focus on critical path and high value priorities to ensure that timescales are met
- Report and feedback to the Test Manager ongoing testing status and emerging risks or issues
- Liaison with IT and third parties to ensure that accessibility, security and disaster recovery testing and required remediation are completed in a timely manner and prior to Go Live
- Build and maintain effective relationships with IT, suppliers and third parties, using these to ensure the delivery of quality tested solutions in a timely fashion
- Liaison with the project team and Finance System Administrator to ensure that required test data is available (and anonymised as required for GDPR compliance) in a timely manner
- Ensure robust configuration management and change control by suppliers and internal IT teams throughout the test lifecycle
- Ensure that testing is completed in line with the agreed plan and that any outstanding defects are within agreed tolerances
- Implement test sign off process for transition of changes into the live environment, representing them at Change Approval Boards
- Develop effective working relationships with internal stakeholders and use these to embed testing into the culture of the organisation
- Challenge existing processes, models and tooling, identifying and implementing improvements where necessary

Knowledge, Skills & Experience

Essential

- Significant demonstrable experience in a formal Test Lead or higher role, successfully managing the planning and delivery of multiple functional and non functional test streams on a complex project or multiple projects, including dependency, risk and issue management
- Experience of managing a team of test analysts
- Excellent knowledge of Software Development Lifecycle and testing methodologies, embedded via hands-on testing experience
- Experience of Sage X3 (ideally) or similar financial management product
- Experience of testing and verifying legacy finance data migration into a new system to ensure transferred data satisfies business requirements
- Practical experience of GDPR compliance in a testing environment

Planning & Organising

- Planning, scheduling and management skills
- Ability to prioritise and focus on critical path in order to achieve milestones and overall project timeline
- Self starter, able to innovate and work under own initiative
- Able to manage and deliver to stakeholder expectations



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| <ul style="list-style-type: none">• Experience of end-to-end integration testing – this should include both flat file integration and also testing of workflows, data and process integrations where an integration tool (ideally Azure LogicApps) has been deployed• Experience of Finance and eCommerce solutions integration (ideally MS 365 Commerce)• Ability to work autonomously, gather information to make informed decisions and escalate where appropriate• Highly developed communication and stakeholder management skills, able to be assertive while maintaining a diplomatic and sensitive manner• Experience of managing internal and external suppliers and third-party service providers• Attention to detail and ability to provide testing quality assurance• ISEB/ISTQB Foundation Certificate in Software Testing <p>Desirable</p> <ul style="list-style-type: none">• Experience of MS DevOps for testing and defect management• Working knowledge of the release management process• ISEB Intermediate, ISEB Practitioner, or ISTQB Advanced Certificates in Software Testing• ITIL Foundation certificate | <p>Dimensions</p> <ul style="list-style-type: none">• Working from home to start then potential requirement to work on-site in London (Chancery Lane)• Reports to the Law Society's Test Manager• Flexibility is essential to meet project deadlines• Full time, fixed term contract (12 months)• Responsible for the delivery of all aspects of testing for the finance project within allocated budget |
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