

## Position Description – Quality Assurance Engineer

<b>DIVISION &amp; TEAM</b>	Delivery, Engineering	<b>REPORTS TO</b>	Quality Assurance Lead (or any other position as determined and advised by JSCL)
<b>LEVEL</b>	3		
<b>FUNCTIONAL RELATIONSHIPS</b>	<p><i>INTERNAL</i></p> <ul style="list-style-type: none"> <li>CROSS FUNCTIONAL TEAM MEMBERS (E.G. BUSINESS ANALYST, SCRUM MASTER, EXPERIENCE DESIGNER, SOLUTIONS ARCHITECT, SOFTWARE ENGINEER), DELIVERY LEADERSHIP GROUP, COMMUNITIES OF PRACTICE, CLIENT LEADS</li> </ul>	<p><i>EXTERNAL</i></p> <ul style="list-style-type: none"> <li>CUSTOMERS, THIRD-PARTY PROVIDERS</li> </ul>	
<b>DOES THIS ROLE HAVE DELEGATED AUTHORITY?</b>	NO	<b>IF YES, DELEGATED AUTHORITY AMOUNT</b>	N/A

### 1. ROLE PURPOSE

- To contribute to the clarification of requirements and delivery of the acceptance criteria
- To design, build and run tests that confirm the acceptance criteria have been met
- To collaborate with and support the development / engineering team by ensuring that designed solutions are valuable through quality testing processes

### 2. KEY ACCOUNTABILITIES & EXPECTATIONS

#### Communication and stakeholder engagement

- You effectively collaborate with the team, test community and product owners as required in order to maintain a thorough understanding of the technical tools selected and to facilitate testing functions
- You liaise with key stakeholders to ensure that planned testing meets their requirements
- You work collaboratively with customers and other team members to ensure planned testing confirms that the results meet their requirements
- You raise any defects found during test and appropriately escalate these in accordance with set procedures in a timely manner
- You use your experience and knowledge to lead and mentor other QA team members as required, to support the upskilling and knowledge sharing across the function

#### Analysis & Test Process

- You acquire and analyse all relevant documents for assigned projects to determine testing requirements
- You verify quality of all assigned projects and project enhancements through execution of quality test cases
- You track progress of allocated test designs and test cases to ensure testing deadlines will be met
- You focus on building quality into client projects through the use of testing automation

#### Jade Values and Culture

- You know our values, what they mean to us and behave in line with them
- Feedback regarding your behaviour in line with the values from your stakeholders is positive and you seek feedback on areas where you might feel challenged
- You keep up to date with our vision and purpose, strategies and priorities. You ask questions if you don't understand and challenge when you have different ideas
- You behave in line with our policies, procedures and legislative obligations

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**Personal Development**

- You have an established training and development plan, in consultation with your People Leader and you commit to delivering against it each year
- You engage in regular development conversations with your People Leader and actively work on areas of your development.

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**Safety & Wellness**

- You actively participate in and support safety and wellness initiatives
- You understand and comply with our safety and wellness policies and procedures including emergency procedures
- Report all accidents and incidents, including discomfort and near misses promptly
- You keep your work area tidy and clear of clutter and hazards

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*Other duties as may be reasonably required from time to time.*

**3. PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>PREFERRED/DESIRABLE</b>
<b>Education/Training</b>	<ul style="list-style-type: none"><li>• Relevant IT tertiary qualification</li><li>• Continually updating technical knowledge and skills by attending in-house and external courses, reading manuals, and accessing new applications.</li></ul>	<ul style="list-style-type: none"><li>• Previous experience as a Quality Assurance Engineer in a software development environment</li></ul>
<b>Experience/Knowledge/Skills</b>	<ul style="list-style-type: none"><li>• Ability to use one or more automated test frameworks</li><li>• Experience testing web-based applications</li><li>• Ability to write your own test scripts.</li><li>• Strong communication skills - both written &amp; verbal</li><li>• The ability to learn new technologies quickly</li><li>• Strong problem diagnosis and investigation skills</li><li>• Ability to establish priorities, work independently, and proceed with objectives without supervision</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of software development process and practice, e.g. Kanban and Agile methodologies</li><li>• Experience testing mobile applications</li><li>• Willingness and desire to share your knowledge with your team and peers</li><li>• Customer service focus, with excellent rapport building skills</li></ul>