



Ngā Kōrero e pā ana ki te Tūranga Job Description

Lead Test Analyst

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	A9

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ū mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga We shape an education system that delivers excellent and equitable outcomes

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

Reporting to the Practice Manager Testing, this position is a specialist role with the purpose of managing test delivery and testing services. They are a leader who will guide teams through test design, approach, planning, and execution. They will mentor, review test artefacts, and solve problems when encountered on approach. With strong communication skills, they will collaborate across teams and functions, evaluate technologies, manage



Ngā Kōrero e pā ana ki te Tūranga **Job Description**

delivery of test solutions, and stay abreast of industry trends. The Lead Test Analyst will be responsible for defining the test approach and test process across multiple work streams.

This involves:

- Planning, co-ordination and control of overall end-to-end testing activities, efforts from test planning phase to test closure
- Ensure test deliverables are meeting the standards and follows quality controls put in place as set by the testing practice
- Ensuring the practice takes into account MoE standard framework around risk management, security, disaster recovery, investment planning, workforce impacts, reporting and accountability.
- Spot the quality problems early enough to mitigate potential risks that threaten the value of outcomes desired to achieve.

Ngā Haepapa | Accountabilities

As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As the Lead Test Analyst, you will:

Test Lead & Delivery

- Takes responsibility for the creation and review of test plans, test strategies and test scope for projects assigned, be adaptive to the changing business needs.
- Take responsibility for the development, implementation, and ongoing refinement of fit for purpose test artefacts.
- Ensure the defined business outcomes are achieved for the projects through timely test delivery by being customer centric.
- Identify and prioritize risks which may threaten quality, test delivery or desired outcomes.
- Estimate test effort, coordinate, and manage test resources.



Ngā Kōrero e pā ana ki te Tūranga

Job Description

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- Ensure overall test coverage is achieved as planned.
- Construct a team of test professionals with appropriate skills, attitude, and passion to deliver better consistently.

Customer focus

Delivers a targeted service to internal and external stakeholders. Works to a high standard and always looks for ways to do things better.

- Identifies the needs or expectations of customers.
- Treats internal customers with the same courtesies they would extend to external customers.
- Works hard to meet customer deadlines.
- Always looks to improve service.
- Maintains professionalism.

Relationship Management

Manage constructive working relationships with work colleagues and external stakeholders to enhance understanding and cooperation needed to achieve desired results.

- Participates as an active team member and contributes knowledge and expertise needed to achieve outcomes.
- Develops effective working relationships with other managers and staff in order to transfer knowledge and learning from the team to the wider organisation.
- Builds and maintains effective relationships and partnerships with internal and external stakeholders, as necessary, in order to identify and share best practice information and to promote the Ministry, its products and services.
- Represents whole-of-Ministry views and protects its reputation in any external interactions.

Action oriented

Takes responsibility for own work, recognises opportunities, and acts with a minimum of direction.

- Takes responsibility for own work.
- Self-starter.
- Seeks input if required.
- Recognises and acts on opportunities.

Self-Management

Takes responsibility for own behaviour and is open to development.

- Models' positive behaviours.
- Models the desired values and culture of the organisation.
- Willingly shares knowledge, expertise and within the team and with others in the organisation.
- Acts with honesty and integrity.
- Welcomes feedback and is receptive to input from others.



Ngā Kōrero e pā ana ki te Tūranga Job Description

You will make decisions in accordance with the Ministry's policies and delegations framework.

Wheako | Experience

To be successful in this role the **Test Functional Lead** will have:

Personal specifications

- In depth knowledge and 10+ years' experience in Software Testing.
- Ability to design test strategy and define overall test scope for enterprise level projects with right level of documentation.
- A strategic and analytical thinker who can make connections between various aspects of the organisation and is able to prepare a cohesive approach across all the elements of a technologyenabled business.
- Ability to identify and use modern testing techniques that are fit for purpose, to accelerate test delivery without compromising quality.
- Have demonstrated experience working in an integrated SaaS products environment.
- Understanding and ability to create visual test models with useful, accurate, timely information.
- Ability to set quality standards and to manage, monitor right quality controls are in place to validate test deliverables received from vendors.
- Understanding of government operating and decision-making procedures.
- Ability to quickly establish and build strong working relationships and develop trust, credibility, buy-in and collaboration with team members, managers, staff, vendors and other stakeholders.
- Excellent communication skills – both verbal and written particularly business writing and reporting i.e., clear, and concise.
- Excellent organizational skills, with proven ability to track and support test delivery for multiple projects.

Qualifications

- A relevant tertiary qualification or equivalent knowledge, skills, and experience.
- Strong Advocate of agile and DevOps delivery methodology, working experience is desired.
- Certification or equivalent qualification or experience in modern testing practices.
- Must have the legal right to live and work in New Zealand.

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.



Ngā Kōrero e pā ana ki te Tūranga **Job Description**

- Highly effective planning, organisational and personal time management skills
- Establish and meet deadlines, handle multiple assignments, prioritise work, and remain calm under pressure
- Improve inefficient processes and work with ambiguity

Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, consolidation, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono Valuing Māori	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing

Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

Skills Framework for the Information Age

Strong IT capability is vital to keep us secure and to deliver innovative and effective solutions for the Education system. SFIA, the Skills Framework for the Information Age, is the technical competency and skills framework mapping individual professional skill level to a set of internationally recognised standards. Information about SFIA, including the SFIA competencies and skills required for this role, is available on the Ministry’s intranet.



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Capability	Level	Expectation	
Testing – TEST	5	<p>Plans and drives testing activities across all stages and iterations of product, systems and service development.</p> <p>Provides authoritative advice and guidance on any aspect of test planning and execution.</p> <p>Adopts and adapts appropriate testing methods, automated tools and techniques to solve problems in tools and testing approaches.</p> <p>Measures and monitors applications of standards for testing. Assesses risks and takes preventative action.</p> <p>Identifies improvements and contributes to the development of organisational policies, standards, and guidelines for testing.</p>	
Measurement – MEAS	4	<p>Identifies and prioritises appropriate measures, scales, and targets. Supports projects, functions or teams in the development of measurement methods.</p> <p>Specifies base and derived measures which support agreed information needs.</p> <p>Specifies how to collect and store the data for each required measure. Provides guidance on collection of data.</p>	
		Designs reports and reporting formats	
Specialist Advice – TECH	4	<p>Provides detailed and specific advice regarding the application of their specialism to the organisation's planning and operations. Actively maintains knowledge in one or more identifiable specialisms.</p> <p>Recognises and identifies the boundaries of their own specialist knowledge.</p> <p>Where appropriate, collaborates with other specialists to ensure advice given is appropriate to the organisation's needs.</p>	
System software CNSL	5	<p>Takes responsibility for understanding client requirements, collecting data, delivering analysis and problem resolution. Identifies, evaluates, and recommends options, implementing if required. Collaborates with, and facilitates stakeholder groups, as part of formal or informal consultancy agreements. Seeks to fully address client needs, enhancing the capabilities and effectiveness of client personnel, by ensuring that proposed</p>	



Ngā Kōrero e pā ana ki te Tūranga

Job Description

		solutions are properly understood and appropriately exploited.	
Methods and tools METL	5	Promotes and ensures use of appropriate techniques, methodologies, and tools.	
Release and deployment RELM	4	Assesses and analyses release components for input to release scheduling. Maintains and administers tools and methods for software delivery, deployment and configuration. Maintains release processes and procedures.	
Stakeholder relationship management RLMT	4	Develops and maintains one or more defined communication channels and/or stakeholder groups, acting as a single point of contact. Gathers information from the customer to understand their needs (demand management) and detailed requirements. Facilitates open communication and discussion between stakeholders, using feedback to assess and promote understanding of need for future changes in services, products, and systems. Agrees changes to be made and the planning and implementation of change. Maintains contact with the customer and stakeholders throughout to ensure satisfaction. Captures and disseminates technical and business information.	
Acceptance Testing – BPTS	5	Plans and manages acceptance testing activity. Specifies the acceptance testing environment for systems, products, business processes and services. Manages the creation of acceptance test cases and scenarios. Ensures that defined tests reflect realistic operational conditions and required level of coverage. Ensure tests and results are documented, analysed and reported to stakeholders, and required actions taken. Highlights issues and risks identified during testing to stakeholders. Provides authoritative advice and guidance on planning and execution of acceptance tests.	



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	June 2024
Approved By	Job Evaluation Committee