APPLICANT INFORMATION PACKAGE

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UAC

UNIVERSITIES ADMISSIONS CENTRE.

Thank you for your interest in applying for the Test Analyst position with the Universities Admissions Centre (UAC). This package is designed to provide you with information about UAC's recruitment process and general conditions of employment.

CONTENTS

SNAPSHOT OF EMPLOYEE BENEFITS

Work-life balance
–   Short 7-hour day (35-hour week), with an hour for lunch, Monday to Friday.
–   Employees who work more than the standard 35-hour week are entitled to overtime pay.
–   Flexible work arrangements including remote work.

Generous leave entitlements

50 days sick leave with conditions	**Family & community** services leave	**Study** support leave	**Concessional** days

Above-standard employer superannuation contributions

UAC permanent employees	**17%**	UAC fixed-term	**17%**
Casual employees	**10%**		

Competitive remuneration
We reward our staff for their hard work with competitive remuneration and salary packaging benefits.

	Total annual package
Test Analyst (12 month fixed-term appointment)	$91,205 – $113,198 pro rata

Health and wellbeing
Our employees enjoy a range of health and wellbeing initiatives to support their physical and mental health:

–   annual health checks and flu vaccinations
–   yoga and mindfulness classes
–   free counselling service
–   membership of an exclusive benefits program with unique offerings across a range of venues, recreational facilities, and eateries at Sydney Olympic Park.

READY TO APPLY?

Email us your:

1.   cover letter and resume
2.   written response addressing the selection criteria listed in the Position Description
3.   copies of relevant qualifications (if available).

POSITION DESCRIPTION

POSITION TITLE:	Test Analyst
HEW LEVEL:	Grade 5/6 - Broadbanded
DEPARTMENT/UNIT:	Information Technology – BA/QA Office
SUPERVISOR/ MANAGER:	Nick Clark, Manager, BA/QA
DATE WRITTEN:	February 2019/ Updated April 2022
INCUMBENT:	Vacant
APPROVALS:	Dudley Collinson Chief Information Officer

1. BACKGROUND INFORMATION

UAC - the Universities Admissions Centre – is at an exciting stage in its history. Established in 1995 and owned by universities in NSW and the ACT, UAC is now the largest tertiary admission centre in Australia and a leader in technology platforms and innovative solutions for the higher education sector.

UAC's mission is to provide equity of access to higher education, central to which is a strong belief in the value of education and lifelong learning. UAC is not-for-profit and driven by a strong culture of service - to students and schools, higher education institutions and the wider community.

UAC's commitment to new product development has in recent years led to significant double-digit growth and expansion of market share and capability. UAC will continue to evolve as it takes on more new business and aligns itself strategically to meet stakeholder expectations and needs into the future.

The Information Technology Department consists of five units, BA/QA Office, IT Operations, Product Engineering Office, Project Management Office and Service Management Office.

- The BA/QA Office translates technical specification, develops business processes documentation, and performs quality assurance.

- The IT Operations Unit provides infrastructure, systems and support services to internal and external stakeholders, data management and IT security.

- The Product Engineering Office provides services across the entire product life cycle and comprises of product management, architecture, and software engineering units.

- The Project Management Office develops project specifications, scopes and manages delivery of UAC projects.

- The Service Management Office provides ITIL compliant service management functions for the delivery of services to UAC customers.

For further information about UAC's structure and functions, see UAC's People & Culture Unit.

2.   JOB PURPOSE

The Test Analyst is a key member of the BA/QA team, and is responsible for designing, planning and coordinating end-to-end software testing activities to ensure quality solutions that meet specifications and user requirements.

At level 5, the Test Analyst is primarily responsible for planning and coordinating testing activities and conducting a range of test scripts throughout various stages of the software development lifecycle.

At level 6, the position works with greater independence and is expected to collaborate extensively with various stakeholders to ensure effective end-to-end testing of UAC's solutions. The Test Analyst would be expected to make process recommendations to improve the effectiveness and efficiency of testing programs.

3. REPORTING AND OTHER RELATIONSHIPS

The Test Analyst reports directly to the Manager, BA/QA. The position has no direct reports.

The position is required to liaise with various internal and external stakeholders in relation to specific work assignments and projects.

4. DIMENSIONS

- There are approximately 30 institutions that access UAC systems.
- There are approximately 160 local users at UAC and 800 remote users at the participating institutions.
- There are approximately 150,000 applications through UAC systems per year.
- All production, web hosting, email (O365), database engines and data warehouse servers are mixed of Windows and Linux operating systems, all are virtual.
- Within UAC, all desktops are DELL, running Windows OS and the laptops are a mix of DELL and MAC, running Windows OS and Mac OS
- SAS (data warehouse) is used by the institutions for their reporting needs.
- UAS is written in Java using the Wicket/Spring and iBatis frameworks. There are many ancillary systems that sit alongside and within UAS.
- Web applications are written in Java, Groovy, Grails JSP.

5. MAJOR TASKS

The major tasks and responsibilities of the position are to:

LEVEL 5

1. Monitor and test the performance and quality of new and existing products, in line with product requirements and user specifications.
2. Independently analyse and assess bugs in the software and identify areas for improvement.
3. Assist with defining scope and project timelines for testing cycles, including contributing to the development of test strategies, test plans and test cases.
4. Work alongside software developers, business analysts, project managers and subject matter experts to contribute to end-to-end testing solutions.
5. Develop a good understanding of UAC technology, systems, business processes and project requirements.

LEVEL 6

In addition to the duties prescribed at Level 5:

1. Design and develop test plans, test cases, test scripts and test reports based on detailed understanding of system and project requirements.
2. Coordinate and conduct various types of software testing including functional, regression and user acceptance in both test and production environments.
3. Collaborate with users undertaking user acceptance testing of change requests and contribute to the resolution of issues.
4. Develop new integrity checks and periodically review existing integrity checks and procedures to ensure integrity of production data.
5. Develop and implement scripts to update data and to correct invalid or inconsistent data.
6. Work independently to identify issues and communicate meaningful insights to support software performance and projects.
7. Work extensively with software developers, business analysts, project managers and subject matter experts to contribute to end-to-end testing of solutions.

6. PRINCIPAL ACCOUNTABILITIES

The Test Analyst is accountable for:

LEVEL 5

1. The timeliness, accuracy and relevance of the testing that meets UAC business and project needs.
2. Developing an in depth understanding of UAC technology, systems, business processes and project requirements.
3. Staying abreast of emerging technological trends to develop solutions that meet changing business and consumer needs.
4. Maintaining confidentiality on all UAC and stakeholder information, as appropriate.

LEVEL 6

All Level 5 accountabilities plus:

1. Ensuring the overall quality and accuracy of end-to-end testing for assigned projects.
2. Effective communication and maintaining successful working relationships both externally and internally.
3. Proactively maintaining a high level of professional expertise commensurate with the requirements of the position.
4. Proactively recommending changes/improvements to new and existing software solutions and products based on accurate testing analysis.
5. Contribute to the development and maturity of the Software Testing practice at UAC.

7. PROGRESSION STATEMENT

Progression to the higher level will be based on recognition by the Manager, BA/QA and the Chief Information Officer that the Test Analyst can perform at the higher level. Final approval by the Managing Director will also be required.

It is expected that the incumbent will also normally have been one year at the top step of the lower level prior to recommendation being made for progression to the higher level.

In the case of a new appointee to the position initial appointment to a level will be based on relevant knowledge and experience and their ability to carry out the higher-level duties.

8. CHALLENGES AND CONSTRAINTS

Initially the challenge for the Test Analyst is to become familiar with the technology stack of UAC's software applications and the impact on new development. UAC is not using automated testing at this stage but could do so in the future. The Test Analyst must be prepared to work in either a manual or automated test environment.

The Test Analyst must be able to deal with the challenges of working in a multidimensional, rapidly changing environment where there is a large program of work awaiting completion and a demand for technical solutions to be delivered within agreed time-frames. The Test Analyst must be responsive to traditional and agile testing activities.

The Test Analyst will be working with several technical and non-technical stakeholders and must be able to correctly resolve issues through effective communication and problem solving while having the ability to adapt quickly to constantly changing requirements.

9. EDUCATION AND EXPERIENCE

1. At Level 5, completion of a degree in Computer Science, Computer Engineering, Mathematics or relevant discipline OR an equivalent combination of relevant experience and/or education/training.
2. At Level 6, a relevant degree (as above) with relevant experience OR an equivalent combination of relevant experience and/or education/training.
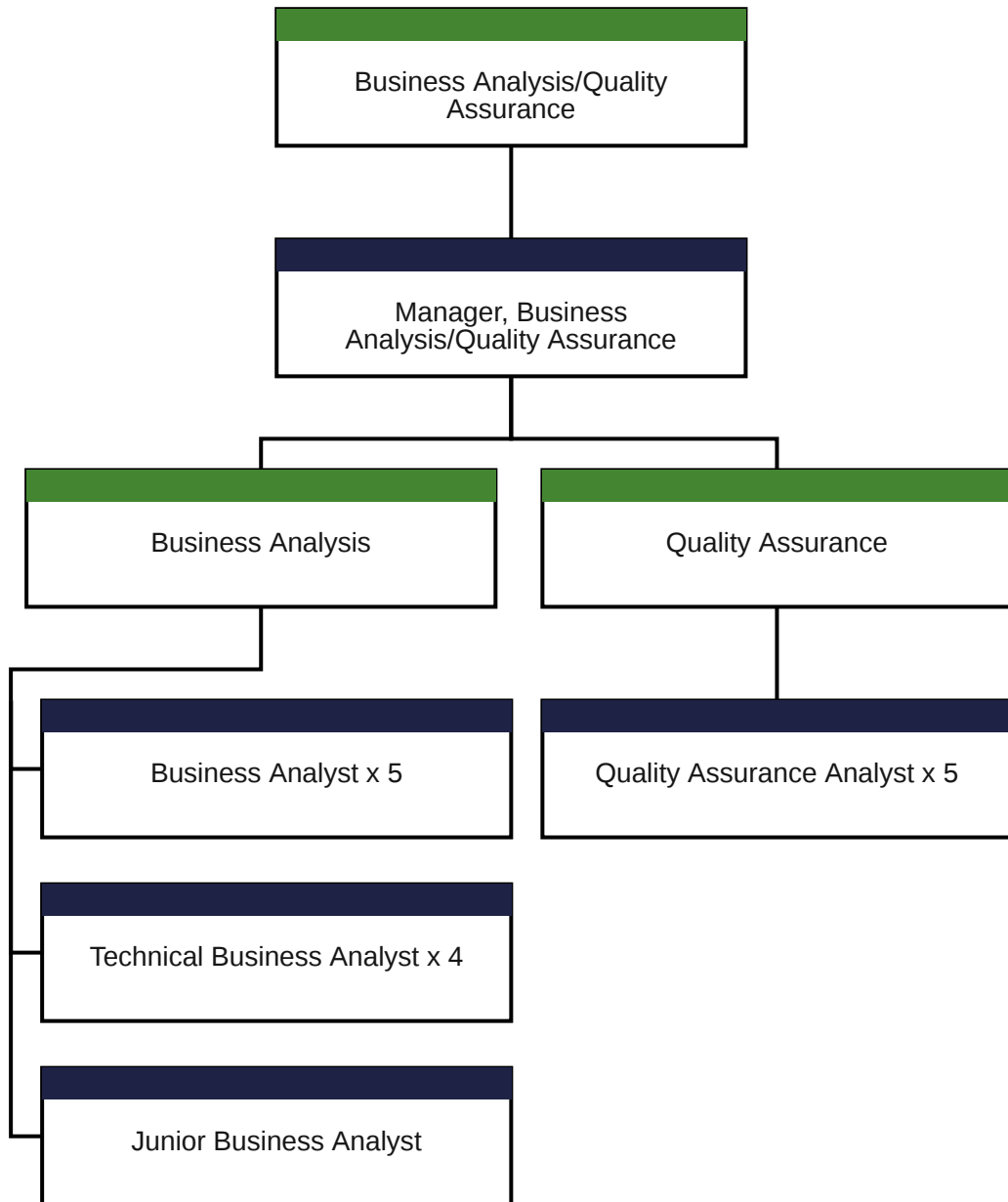
10. SELECTION CRITERIA

Essential

1. Completion of a degree in Computer Science, Computer Engineering, Mathematics or relevant discipline and/or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated experience conducting end-to-end software testing, including the ability to design and develop test plans, test cases, test scripts and test reports.
3. Solid understanding of the software development lifecycle and testing methodologies (e.g. Agile Testing approach) and an ability to perform various types of software testing within complex systems.
4. Ability to write basic SQL queries to extract information and verify test data.
5. Excellent attention to detail, with strong critical thinking and analytical skills for problem solving.
6. Excellent interpersonal and communication skills, with an ability to build effective relationships with various stakeholders at all levels while coordinating testing activities.
7. High level organisational skills with the ability to work under pressure, meet deadlines and respond to changing priorities.

Desirable

1. Experience with (using, developing and/or implementing) Software Testing Frameworks
2. Understanding of the Tertiary Education Sector and the role of UAC.
3. Ability to write automation tests using the Selenium (or similar) toolset
4. Basic coding/scripting skills (any programming language)

EMPLOYEE:_____ DATE:_____

Business Analysis/Quality Assurance

Manager, Business Analysis/Quality Assurance

Business Analysis

Quality Assurance

Business Analyst x 5

Quality Assurance Analyst x 5

Technical Business Analyst x 4

Junior Business Analyst

PRIVACY STATEMENT

1. In applying for this position, you have provided UAC with personal information so that your application can be assessed.

2. It is possible that we may disclose information provided in your application to a third party such as a referee, or members of a selection committee.

3. If you provide us with the personal information of others (for example a referee's details), we encourage you to inform them that you are disclosing that information to us, and that UAC does not usually disclose their information to a third party.

4. In due course after the completion of this selection process, the personal information that you have provided will be destroyed, unless you make an application for your personal information to be returned to you.

5. If you seek feedback because your application is unsuccessful, in some circumstances information may be denied. For example if access would have an unreasonable impact on the privacy of others.

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