

# Software Tester – Job Description

## Role information

Department: Performance and Improvement

Job Title: Software Tester

Grade: E

Responsible to: Head of Digital Development Programme

Date: February 2023

## Purpose of the job:

Family Fund has an ambitious programme of digital development. To support this work, the Software Tester will develop testing criteria based on requirements, carry out testing activities, and support others in the organisation to perform testing to identify defects and the appropriate resolution.

## Duties and responsibilities

### ***Role Specific***

- Analyse and scope test requirements and develop robust test scripts to ensure high-quality testing results.
- Identify and source appropriate test data.
- Provide estimation of testing effort and cost.
- Prioritise the test criteria and appropriate testing.
- Engage Process Owners/Uses and Software Developers to ensure awareness of test strategy and their respective roles within the test function.

- Effectively participate in requirements/user story reviews with stakeholders, applying knowledge of typical mistakes made in work products.
- Ensure thorough coverage in the testing of new functionality.
- Develop and maintain regression tests.
- Review test deliverables and provide feedback and opportunities for continuous improvement.
- Support resolution of defects.
- Provide feedback to the development team on test results, risks, issues, and continuous improvement.
- Provision of expertise and knowledge to build and maintain a Dev-ops/Agile test capability.

# Person specification

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## Experience

### Essential

- Must have at least two years manual testing experience.
- API testing experience.
- User interface testing.
- Skilful in exploratory testing.
- Experience of testing complex web-based applications.
- Good Knowledge of version control systems.
- Precise execution of automated scripted tests.

### Desirable

- Automated testing - experience of creating and executing automated tests.
- Experience of working in a not-for-profit environment.

## Skills, knowledge, and abilities

### Essential

- Producing tests aligned to requirements in an Agile way, including, where required, production of scenarios, as a prelude to development.
- Ability to manage a busy workload across multiple projects and deliver to deadline.
- Ability to think logically and make decisions, sometimes under pressure.
- Ability to build strong working relationships at all levels of the organisation.

- Ability to identify issues and problems, and generate creative, practical solutions.
- Ability to recognise issues that require escalation and to do so in a timely way.
- Excellent verbal, presentation and written communication skills.
- Ability to work both independently with minimal oversight, and as part of a collaborative team.
- Excellent computer skills and proficiency in core M365 applications (Word, Excel, PowerPoint, SharePoint, Teams).

## Desirable

- Familiarity with Microsoft Dynamics.
- Practical knowledge of agile/scrum project methodology.
- Knowledge of Selenium.
- Experience of Cucumber.
- Familiarity with Jira or other similar Agile tools.

## Education/training

### Essential

- Educated to degree level, or equivalent level of experience.

### Desirable

- Evidence of continuous professional development.
- ISTQB certified.

## Personal attributes

### Essential

- Results driven.
- Highly organised.

- Clear, open communicator.
- Persuasive and encouraging.
- Flexible, adaptable and able to accommodate change.
- Commitment to equity, diversity, inclusion and fairness for all.
- Commitment to safeguarding.
- Commitment to Family Fund's values.