

## JOB DESCRIPTION

### JOB DETAILS

**Job Title:** Senior Software Tester

**Job ID:** IS2421

**Classification:** Information Systems R24

**Classification Date:**  
(MM/DD/YYYY)

**Branch:** Business Services

**Unit:**

**Reports to:** Test Team Lead

**Security Screening:** Yes

**Union/Excluded:** BCGEU

### BRANCH DESCRIPTION

The Business Services branch provides enterprise services to support the execution of the 12|21 corporate strategic plan, and ongoing operations of pension administration services. The Branch delivers services to ensure information is compliant, protected, managed, governed, digital and accessible and useful to support evidence based strategic, tactical and operational decision making by a variety of internal and external stakeholders. This is accomplished by ensuring processes that transform data are measurable, appropriately controlled, consistent and transparent, efficient and secure. These outcomes are achieved through the delivery of services including product management, business process and information management services. Services are delivered through a multi-disciplinary team of professionals committed to leveraging process and information management practices to ensure the right information is available, to the right person, at the right time and is delivered using the most effective and efficient processes.

### JOB SUMMARY

Reporting to the Test Team Lead, the Senior Software Tester is responsible for managing the flow of work, prioritizing tasks, defects and issues for each project. They will review requirements documentation and technical specifications, develops and executes Test cases and works closely with the rest of the development team to ensure successful releases into Production. The Senior Software Tester plays a key role in ensuring the integrity and quality of the Corporations Information Systems and services.

### JOB RESPONSIBILITIES

#### Testing Responsibilities

- Represent the test team during project team meetings.
- Continuous collaboration with all members of the project team.
- Identify and analyze technological impacts of proposed changes.
- Contribute to risk assessments by evaluating the risk associated with application changes, applying risk factors and recommending appropriate test approaches.
- Extract appropriate data from the application databases by designing and developing DB queries for selecting representative test data.
- Develop, execute and maintain test cases and scenarios, based on requirements documents and technical specifications.
- Ensure traceability from requirements to Test cases.
- Responsible for estimating the testing effort of all assigned projects and tasks.
- Setting up test data in test environments.
- Document & evaluate test results against expected results, identify and document discrepancies and review with the senior staff, analysts and developers.
- Defect tracking and issue resolution.
- Ensuring that quality assurance methods and standards are maintained for the applications.
- Develops and maintains an inventory of manual tests, including regression test cases.
- Collaboration with the developers in test on the content of the automation test suite.
- Mentor and support Peers as well as the Software Testers, as required.
- Supporting the business implementation team with the preparation of test cases for acceptance testing, as requested by business representatives.
- Review test results with business implementation team to obtain sign off on the testing phase.
- Execute automated tests as required.
- 3rd line of support for production issues.
- Other duties as assigned, relevant to this position.

#### Test Project Lead Responsibilities

- Responsible for creating the project test plans, as required.

- Prioritize tasks and defects related to assigned projects.
- Task allocation to other members of the Test team and task tracking for assigned projects.
- Provide input on test environment usage.
- Work with the developers, BSA's and deployment to co-ordinate delivery of code to test.
- Co-ordinate with the Test Team Lead and peers to ensure full test coverage, impacts and risks have been reviewed across all projects within a release.
- Responsible for Test case reviews.
- Ensure that the testing team is adhering to all Testing processes.
- Work with the Test Team Lead on process improvements.
- Reporting on Project Status to Test Team Lead.
- Escalate issues/blockers as required to the Test Team Lead.
- Provide feedback on staff performance to Test Team Lead

## EDUCATION

### Degree/Diploma Obtained

### Program of Study

Degree in Computer Science or a related discipline. An equivalent combination of education, training and experience may be considered.

## EXPERIENCE

### Years of Experience

### Type of Experience

- Degree in Computer Science or a related discipline. An equivalent combination of education, training and experience may be considered.
  - A minimum of 4 years of recent practical experience is required in the following:
    - o Software Testing & STLC
    - o Developing and executing test cases and documenting test results
    - o Interpreting functional and technical specifications
    - o Defect tracking
    - o Mentoring peers and junior staff
  - A minimum of 2 years of recent practical experience is required in the following:
    - o Test Project Lead
- Nice to have:
- Atlassian suite of tools (Confluence, Jira)
  - QA Complete
  - ISTQB Foundation Qualification
  - SQL/ and PL/SQL
  - Web Services

## KNOWLEDGE, SKILLS & ABILITIES

Knowledge and/or experience in the following areas will be considered an asset:

- Advanced Certificate in Software testing for e.g. ISTQB, CSTE or equivalent
- A good understanding of the software development process
- Good writing skills
- Good communications and consultancy skills
- Good presentation skills
- Ability to work under pressure and to tight deadlines
- A good understanding of the pension industry and pension plans

## CORE COMPETENCIES

### Navigating Change L2

Supporting self and others through change and transition and enabling successful transformation in work products and processes.

- Invites input and feedback on proposed changes.
- Supports others in generating new and innovative approaches.
- Builds support for new approaches and initiatives.
- Shares information on change in a timely manner.
- Identifies innovative approaches to deal with situations for which no known precedent exists.
- Eliminates unnecessary work activities.

### Embracing Learning L1

Contributing to a learning culture by developing self and supporting others to acquire skills and improve performance.

- Self-assesses against expectations and standards to identify own learning needs in the current position.
  - Reflects on completed activities, identifying what worked well, what didn't, and how to improve own performance.
  - Openly shares knowledge with other employees.
  - Seeks to learn from other employees.
  - Takes advantage of learning opportunities provided to meet job requirements.
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#### **Client Orientation L1**

Making it easy for our external and internal clients - seeing things through their eyes.

- Follows established processes to ensure consistent service.
  - Responds to client needs in a timely, respectful, helpful, and courteous manner.
  - Addresses client issues in order of priority.
  - Keeps clients up-to-date on the progress of the service they are receiving.
  - Directs clients to alternate service channels that may better meet their service needs.
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#### **Accountability L2**

Holding self and others accountable to deliver on commitments and to achieve desired results.

- Sets challenging but realistic goals for own area of responsibility.
  - Helps people improve performance to maximize results.
  - Holds people accountable for meeting established expectations.
  - Evaluates progress against established goals and objectives.
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#### **Inspiring Trust L2**

Inspiring confidence by demonstrating integrity and building credibility.

- Creates opportunities to build internal and external relationships.
  - Demonstrates confidence in own abilities, views or decisions when challenged.
  - Provides skill, knowledge and talents to resolve complex issues.
  - Fosters trust by communicating consistent, reliable and accurate information.
  - Builds on others' ideas to develop support.
  - Helps others build confidence in themselves.
  - Recognizes the contributions and successes of others.
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#### **Decision Making L2**

Enabling progress by resolving issues and supporting others in taking calculated risks and making decisions.

- Involves the right people in the decision making process.
  - Makes decisions by weighing several factors, some of which are partially defined with missing pieces of information.
  - Uses sound business sense to make decisions.
  - Considers risks when identifying or recommending options.
  - Provides context and rationale for decisions.
  - Provides information to others to support decision making on complex issues.
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#### **Organizational Focus L2**

Aligning work priorities, processes and practices to achieve the strategic direction.

- Optimizes processes or practices to support the achievement of organizational goals.
- Helps team members understand the broader vision and how their work is aligned.
- Identifies broader implications of proposed positions, options and approaches.
- Makes connections between situations and patterns to improve decision making.
- Recommends approaches to address issues with a longer term perspective.