**Position Description**

Position Title: Application Tester

Delegation Level: Nil

Responsible to: Test Lead

Term: Permanent, full-time

Primary location: Hamilton

Direct Reports: Nil

Budget: Nil

Date: May 2022

**Vision (Te Matakite)**

Transforming health: connecting Te Manawa Taki (Midland) communities

*Hei oranga he hapori, kia oranga te whānau*

*When communities are well, whānau will thrive*

**Mission (Te Whakatakanga)**

To support Te Manawa Taki (Midland) DHBs by working in collaborative partnerships, leading and facilitating change, building a future focused organisation.

**VALUES (NGA UARA)**

Kia haangai te iwi: Focus on people

Whaia te mea tika: Do the right thing well

Mana tangata, ngaakau pono: Act with integrity

Kia maia, kia manawanui: Be courageous

**Code of conduct and employee expectations**

* Respect the rights of others.
* Carry out duties in a professional manner.
* Act in a fair, responsible, trustworthy, and legal manner.
* Perform duties honestly with impartiality.
* HealthShare’s code of conduct incorporates the State Services standards of integrity and conduct and sets expectations relating to employee conduct.

**Purpose of the position**

The Application Tester is responsible for the interpretation of business requirements into test plans and testing these cases. This role builds relationships with customers, clients and vendors to coordinate the testing and talk through the test results and the implications, including remedial activity if necessary.

**Key position deliverables**

* Test modifications and additions to products to ensure they are fit for purpose, consistent and compliant with published standards and guidelines. You will ensure modifications are fully regression testable and delivered on schedule
* Translate functional requirements and specifications into documented test plans, cases and steps
* The thorough planning, writing and execution of test scripts
* Perform manual regression testing
* Create and maintain the test data, tools and scripts
* Execute test plans manually and conduct manual functional and exploratory testing
* Understand the business requirements of Te Manawa Taki region’s DHBs and to develop a thorough understanding of how those requirements are to be met
* Complete testing in line with agreed timeframes and by following the documented business processes using the appropriate test management and automation tools (where appropriate)
* Identify issues, risks and dependencies (relating to testing) and escalating and managing where appropriate
* Provide product handovers to both technical and non‐technical audiences
* Continually update skills by learning new technologies relevant to the role
* Evaluate testing tools
* Support: Test Lead, Solution Architects, Developers and other Senior IS Management in the delivery of ICT outcomes for Te Manawa Taki region.
* Comply with the HealthShare Corporate Records Management policy requirement to create and maintain full and accurate records

**Organisational accountabilities**

* Role models active participation and engagement in health and safety and provides opportunities and encouragement to employees. Implements relevant health and safety strategies. Is engaged and actively participates in all relevant workplace health and safety matters.
* Provides a high-quality service and contributes to quality improvement and risk minimisation activities.
* Complies with legislation and policies for risk management and legal compliance.
* Works in alignment with the Treaty of Waitangi principles of partnership, participation and active protection, and will uphold tikanga best practice guidelines when working with Māori

**Qualifications and experience**

* At least two year’s commercial experience testing client-server (ideally on Microsoft Windows) and Web applications
* A practical and systematic approach to testing
* Minimum of three years in the ICT industry
* Demonstrable, two years, experience with the development, implementation and evaluation of test plans and test cases
* Demonstrable track record in working with staff and client personnel in the areas of application

**Desirable**

* Health industry experience
* Experience in performance and/or load testing of enterprise scale client/server applications
* Experience working with Orion’ Clinical Portal (Concerto) software platform
* Exposure to Jira, with knowledge of the Zephyr plugin being an advantage
* Proven experience in a project delivery environment
* Basic coding/scripting skills (VB.net/C#/Javascript)
* Ability to write simple SQL scripts to create and manipulate data
* Experience with test automation frameworks

**Organisational competencies**

**Values leader**

* *Integrity and trust* - Acts in a truthful, and trust worthy manner at all times.
* *Managing diversity* - Supports diversity within the team, and understands that individuals may need to be treated differently in order to succeed.
* *Self-knowledge* - Reflects on their own practice and which personal factors contributed, and uses that knowledge to improve.
* *Political savvy* - Identifies and avoids political hot spots while continuing to operate effectively. Helps team members to do the same.

**Engage others**

* *Customer focus* - Builds strong customer relationships based on mutual trust and performance, and actively seeks and responds to feedback.
* *Composure* - Remains calm under pressure and has the ability to keep everyone cool and focused.
* *Peer relationships* – Fosters cooperation and support
* *Patience* – Listens to others points of view and assists others to keep up

**Develop coalitions**

* *Interpersonal savvy* - Defuses high tension situations, is able to neutralise tense situations and can elicit information through effective communication skills.
* *Organisational agility* – Has the ability to conceptualise how the various functions of the organisation work together and understands the formal and informal networks to get things done.
* *Motivating others* - Provides the combination of resources, support, and empowerment for people to feel comfortable pushing their limits.

**Leading delivery**

* *Functional / Technical skills* - Has high level technical knowledge in their field which enables them to add value to the organisation and DHBs.
* *Managing and measuring work* – Establishes clear process measures and uses them; assists other to manage their time; provides actionable feedback.

**Mobilise system improvements**

* *Dealing with ambiguity* - Analyses and works through problems with incomplete data, determines the options and risks, and moves forward.
* *Building effective teams* - Assembles the right combination of resources, support, and people so that the team operates at their best, and encourages others to share their ideas and contributes so that everyone in the team is working together.
* *Business acumen* - Gets through the day to day tasks never losing sight of the overall strategies, and understands the business of their customers.
* *Written communication* – Expresses thoughts clearly through written communication which take the audience into account
* *Planning* – Plans demonstrate knowledge about what is required and how to achieve it in a logical order. Uses a variety of planning methodologies.
* *Process management* – creates efficient and logical workflows and breaks complex processes into manageable steps

**Scope of position**

**Relationships**

* Members of Clinical Networks and Action Groups
* Executives/ Managers/ Clinical Directors/ Clinical Leaders/ Professional Advisors across Te Manawa Taki Region
* Stakeholders and their Staff, as required
* Regional Information Services Team
* Other regional/national specialist groups/forums as required

**Work environment and work function/activity**

**Work environment**

To work in the offices of private and public sector organisations. Works in adequately heated, lit, ventilated, clean and well maintained office workspaces.

**Typical Physical and Mental Demands**

* This is sedentary work requiring frequent to constant sitting in offices or in meetings.
* Stands and walks occasionally from office to office. Stands occasionally for brief periods of time when speaking in public.
* Lifting, carrying or pulling is not a significant requirement of the role.
* Bending, squatting or crouching is not a significant requirement.
* There are occasional to frequent repetitive hand and finger movements required when using pens, calculators, keyboard and mouse.
* Occasional to frequent use of office equipment such as phones and computers.
* Driving is not typically a significant component of the job.
* Mental skills necessary include a high level of cognitive functioning with communication, listening and organisational, planning and decision-making capabilities.

**Other requirements**

* Is required to drive.
* There will be a strong requirement for regular travel (including overnight stays) across Te Manawa Taki region/nationally to engage with distributed team and stakeholders.

**Declaration**

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

1. This position description may be amended by the employer following reasonable notice to me;
2. I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

Position Holder's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Holder's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Signing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_