

LIBF

JOB DESCRIPTION

SECTION 1

BASIC DATA

Job Holder's Name:		Job Title:	Application Tester
Reports to:	Implementations Manager	Location:	Canterbury/Remote
Department:	Applications	Job Family:	Team Leader/Specialist

SECTION 2

DEPARTMENT STRUCTURE

Please see Appendix A attached.

SECTION 3

OVERALL JOB PURPOSE

Undertake the complete application testing of changes to LIBF in-house systems, including our Student Information System (Oasis), web applications, and system integrations.

Define and work to test plans to ensure changes to applications meet organisational objectives and are ready to be implemented in the live environment.

SECTION 4

PRINCIPAL ACTIVITIES/OUTPUT OF JOB

- Develop test plans according to pre-defined technical specifications, highlighting expectations of test plan results.
- Ensure that the changes made to systems meet the agreed organisational objectives.
- Ensure functional and non-functional aspects of our systems are fully tested using appropriate testing methodologies.
- Source and/or create test data to ensure that applications can be tested appropriately.
- Execute test plans for changes to applications (Oasis, web applications and system integrations) ensuring that any discrepancies are logged and reported to the development team.
- Offer ideas for improvements/solutions to applications using the comparison of actual test results against pre-defined expectations.
- Coordinate end user testing and user acceptance testing as required.

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- Provide service to agreed SLAs, creating and reviewing them as necessary.
- Undertake any other duties that may reasonably be required.

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CONTACTS AND INFLUENCE EXERCISED

- Liaise with ifs members of staff at all levels.
- Work collaboratively with members of the IT team.

DECISIONS

Indicate the level which best describes the job holder's involvement in the decision making process:

Follows written and verbal instructions and established guidelines	
Interprets policies & procedures	✓
Participates in the establishment of guidelines & procedures	
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder's decisions:

Restricted to employee's own work	✓
Has impact on department/directorate* objectives	
Has impact on The London Institute of Banking & Finance objectives	

Examples of the decisions that are generally made by the job holder:

- Adopts appropriate testing processes taking into account all available relevant information (taken in consultation with the Implementations Manager)
- Agreement that an application is fully tested and ready for release (taken in conjunction with the Implementation Manager)

DEFINITION /CLARITY

The main function of this role is concerned with all forms of applications testing, in line with pre-defined test plans, ensuring that ifs applications are fully tested before being made Live.

Signed
JOB HOLDER

Date

Signed
LINE MANAGER

Date

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PERSON SPECIFICATION

Job Title: Application Tester

Reports to: Implementations Manager

Department: Applications

Qualifications, knowledge and professional memberships	Essential / desirable?	
Educated to degree level or equivalent experience	D	
Software Testing Certification or equivalent experience	E	
Maths, English Language, ICT GCSE or equivalent	E	
Commitment to advancing own learning and CPD	E	
Technical competencies (skills and experience)		
Experience of Application testing	E	
Experience of using SQL	E	
Demonstrable interest in emerging technologies	D	
Understanding of the education sector	D	
Core Competencies (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	Essential / desirable?	Core for all employees
Values		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C
Skills and Experience	Essential / desirable?	Core or Enhanced
Communicating effectively	E	C
Business thinking	E	C
Developing Yourself	E	C
Getting things done to achieve results	E	C
Digital Capability	E	E
The Customer Experience	E	C
Managing quality and standards	E	C
Applying judgement and taking decisions	E	C

Signed
JOB HOLDER

Date

Signed
LINE MANAGER

Date