

Role Description

- Title:** Software Tester
- Reporting To:** Chief Technical Officer
- To:** Protect and deliver IT Software Services across Woods/Valldata to both internal and external clients.
- In a way that:** Is client and service focused. Delivering its services on time and working to requirements.
- So that:** Woods Valldata has a sector leading information technology support and development service, which is secure and available.

Key priorities:

- **Absolute security of systems and data** – taking no risks with system and data security. Ensuring all correct techniques within software testing are used to ensure system and data security is paramount
- **Client Service** – delivery of work to agreed quality and timescales to ensure exceptional client service.
- **Team wellbeing** – through regular staff briefings, training, support and development of teams and individuals
- **Confidentiality** – is professional and confidential always, conducting yourself with integrity in all matters relating to the company its information, reputation and its employees and clients

Important priorities:

- Health and Safety of all team areas
- Be aware of the compliance with PCI and GCRTS and other relevant standards
- Ensure annual appraisals are attended and you're clear on your role and objectives
- Participate and take an active role in meetings, Stand-ups offering opinion, and helping lead debate
- Ensure you're aware and trained in the company Information Security Management System
- Ensure you understand and follow the company policies with regards to System, data, and physical security at all times
- Ensure you understand and follow the company policies with regards to Health and Safety at all times
- Ensure you understand and follow the company policies with regards compliance with PCI and GCRTS and other relevant standards
- Ensure you understand and follow the company Standard Operating Procedures where they exist.

Departmental Responsibilities:

- Feedback on day-to-day operations to ensure continuous improvement
- Participate in test team meetings and share useful transferable skills
- Ensure priority requests for testing are responded to in a timely manner
- Ensure all IT processes are adhered to at all times
- Review requirements and design documentation
- Peer review test scripts and test plans
- Design, write, and update the manual test cases to an accepted standard
- Prepare and create the necessary test data
- Perform manual testing including but not limited to:
 - System testing
 - Acceptance testing
 - Confirmation testing
 - Regression testing
- Report and track defects found during testing through DevOps using the guidance of the defect management process
- Report on testing activities and progress to the appropriate Project Manager
- Provide regular updates on blocked tasks ensuring that all interested parties are kept informed
- Liaise with the Business Analysts, Developers and Business Users to gather any information required to perform the testing tasks
- Participate when necessary in development meetings including but not limited to:
 - sprint planning meetings
 - daily (Scrum) update meetings
 - estimation meetings

Key performance indicators:

- Lead times for development to be 8 weeks or less
- Software development failures to be less than 15% per month
- Sprints to deliver to the Minimum delivery promise (MDP)
- 50% of all test scripts written are to be reusable and scribed with regression in mind.

We are one team. We strive for the highest standards. We take ownership. We believe in people. We show integrity.