PROFESSIONAL STAFF
POSITION DESCRIPTION

VICTORIA UNIVERSITY

Test Analyst

HEP Level 7

POSITION DETAILS

Position Number:	961835
Organisational Unit;	Digital Campus Services
Position Report To:	Lead Test Manager

OVERALL PURPOSE

The Test Analyst is responsible for ensuring the quality, reliability and compliance of application changes, enhancements and technology initiatives. The role undertakes structured testing activities across the full software development lifecycle, working collaboratively with business and technical stakeholders. This role is expected to analyse, plan, design, execute and report on testing outcomes. This role would primarily work across projects and various operational teams.

This position plays a key role in reducing delivery risk by validating acceptance criteria or requirements through functional, system integration, regression and other types of testing. The Test Analyst must also ensure that test plans are prepared & test summary reports are created for every assigned project, under the governance of VU QA standards and best practices. The position will be assisting and liaising with Senior Test Analyst(s), Development team, BA Team and Testing team.

The overall purpose of the Test Analyst role it to ensure solutions meet agreed business needs, technical standards and quality assurance frameworks.

ORGANISATIONAL CONTEXT AND RELATIONSHIPS

About Digital and Campus Services

Victoria University's Digital and Campus Services portfolio Group is focused on high quality customer engagement with a service excellence and innovation mindset, implementing process enhancements that will drive better outcomes for students, staff and our extended community as we seek to be relentlessly customer centric.

Digital and Campus Services is responsible for modernising technology platforms and the University's infrastructure on a comprehensive scale to ensure VU is a thriving place to study and work. Working closely with our customers and suppliers, we provide workforce solutions in areas including infrastructure, data, application development, digital solutions and innovation.

This portfolio includes:

- Enabling Technology

- Office of the Chief Information Security Officer (CISO)
- Business Partnering and Governance
- Estate Management and Campus Security
- Campus Services
- AI Technology and Delivery

Within the University the position:

- Works closely with Digital Campus Services PMO's Project Managers Business Analysts, Developers, Functional Analysts, Senior Test Analysts and the Lead Test Manager.
- Collaborates with Enterprise Applications and platform teams to ensure test coverage across integrated systems.

Outside the University the position liaises with:

- Supports collaboration with peers across Victorian universities and engages with government agencies and third-party vendors where systems integrate with institutional platforms (e.g. student, finance and CRM systems).

LOCATION/CAMPUS

The position is currently located at the Footscray Park Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

Deliver – Excellence Results-driven, accountability, problem solving focus.

Engage – Customer service mind-set internally, externally and particularly for students.

Collaborate and Partner – Build successful relationships, communicate effectively, influence and negotiate.

Innovate – Entrepreneurship, growth, continuous improvement, digital transformation.

Lead – Inspire direction, lead change, manage and develop people.

OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and a campus in Sydney and Brisbane. It also offers courses at partner institutions throughout

Asia. Over 40,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

Commitment to Protecting Country:

Victoria University honours its deep diversity as a foundation for collaboration and social progress. We will demonstrate sensitivity in respecting First Nation perspectives. We will ensure that we respect our Indigenous voices and commit to sustainable Protecting Country. We will take leadership responsibility, in all that we do, to improve the health and wellbeing of our local and global communities, and the planet that we share.

Commitment to Diversity and Inclusion at VU:

Victoria University believes that diversity of the workforce adds value to the University and creates a stronger, richer working environment for everyone. We are committed to making reasonable adjustments to ensure that our employees have positive, barrier-free work environments that accommodate their access needs. Employees who require adjustments are encouraged to discuss their needs with their line manager.

The University is a Child Safe organisation. The incumbent in this role will be required to hold a current Working with Children Check (WWCC).

MAJOR TASKS AND ACCOUNTABILITIES

- **Test Planning and Analysis**
  - Analyse business, functional and technical requirements or acceptance criteria to identify test scope, risks and dependencies.
  - Develop test approaches, estimations and schedules for project and operational testing activities.
  - Define test scenarios and conditions aligned to use cases, integrations and system impacts.
- **Test Design and Execution**
  - Design, maintain and execute test cases covering functional, regression, integration and user acceptance testing.
  - Perform hands-on testing across enterprise applications, interfaces, APIs and web services.
  - Ensure comprehensive test coverage and traceability to business and system requirements.
- **Test Management and Reporting**
  - Maintain test artefacts including test plans, test cases, execution evidence and test summary reports in accordance with VU QA standards.
  - Record and manage test execution results using TestRail or equivalent test management tools.

    - Provide regular testing status updates and formal test completion reporting to project and operational stakeholders.
- **Defect and Issue Management**
    - Log, track and manage defects through JIRA or equivalent defect management tools.
    - Participate in defect triage, supporting root cause analysis, prioritisation and re-testing activities.
    - Support resolution of production issues by validating fixes and ensuring regression coverage.
- **Quality Assurance and Delivery Collaboration**
    - Ensure adherence to the University testing policies, procedures and governance frameworks.
    - Actively participate in Agile delivery ceremonies including stand-ups, sprint planning, reviews and retrospectives.
    - Work collaboratively with project teams to identify and mitigate functional and technical delivery risks.
    - Contributes to continuous improvement of testing frameworks and QA processes.
- **Compliance and Safety**
    - Comply with the University policies, including occupational health and safety, information security and risk management requirements.

TYPICAL/MAJOR CHALLENGES

- Planning and executing effective testing with limited or evolving documentation.
- Coordinating testing across complex, integrated application landscapes.
- Balancing independent delivery with collaborative team engagement across concurrent initiatives.
- Maintaining quality outcomes within tight delivery timelines.

LEVEL OF SUPERVISION

The role operates under broad direction from the Lead Test Manager and works collaboratively with technical and professional staff across Digital Campus Services.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- Demonstrated understanding of complex enterprise application environments within higher education or large organisations.
- Knowledge of student, finance, CRM, learning management, HR and timetabling systems.
- Strong understanding of university governance, quality assurance and regulatory environments.
- Proven capability in structured testing methodologies and documentation practices

KEY SELECTION CRITERIA (KSC)

Essential:

1. Degree qualification with relevant experience, or an equivalent combination of education and substantial practical experience in a test analyst role.
2. Demonstrated experience and knowledge in student management systems and student administration processes
3. Demonstrated experience in test analysis, planning, test case design, execution and reporting.
4. Hands-on experience with test management tools (e.g. TestRail) and defect tracking tools (e.g. JIRA).
5. Strong analytical and problem-solving skills, including the ability to design tests with limited documentation.
6. Experience in integration testing, including APIs and web services.
7. Understanding of Agile delivery methodologies (Agile, Scrum, Kanban).
8. Well-developed communication and stakeholder engagement skills.
9. Demonstrated understanding of appropriate behaviours when dealing with young people regardless of their background or diversity of need.

Desirable:

1. ISTQB or equivalent software testing certification.
2. Experience with test automation frameworks such as Selenium and Cucumber.
3. Experience working within higher education or large enterprise environments.

Pre-Employment Requirement

- Provision of evidence of a valid Working with Children Check
- Evidence of eligibility to work in Australia including evidence that any required immigration visas have been obtained
- All VU Employees must provide response to the University's Gender Base Violence Pre-screening Questionnaire

P&C Use Only:

Date Updated	00/00/0000	Date Classified	00/00/0000