

## Job Description Code Tester

### Job Function

To join the I.T. team on a temporary, part-time basis to test systems under development, feeding back to the Development Team.

**Reporting to:** Wayne Young, Project Leader

### Key responsibilities and Accountabilities

- Execute tests as documented
- Accurately record test results
- Accurately document steps required to recreate bugs
- Raise bugs for the Development Team
- Basic configuration and deployment within the testing environment
- Potentially write software tests from design documentation (dependant on skill and experience levels)
- Ad hoc tasks as required by the business

# Key Dimensions

## Motivation and Experience

- Basic level I.T. knowledge essential
- Must be adept in the use of a PC, internet and email and able to grasp new software applications easily and quickly. Able to use Microsoft Word, Excel and Outlook to an intermediate level
- Must be numerate and literate
- Excellent administration skills

## Communication Skills

- An assertive and confident communication style
- Excellent questioning and listening skills with an ability to assimilate accurate information
- Succinct and direct in both written and verbal communication delivery
- Able to communicate ideas and plans in a clear and concise manner

## Organisation and Planning

- Able to assimilate, collate and record information, demonstrating a high degree of accuracy in performing routine document checks and data input

## Flexibility and Resilience

- Able to think clearly under pressure and deliver requirements to a consistently high standard
- Can remain focussed
- A calm and assertive approach to dealing with difficult situations

## Team Awareness

- Able to demonstrate a positive attitude to working with a variety of people and respect different ways of working
- Prepared to proactively support colleagues

## Personal Projection

- Self-driven and results orientated
- Able to assess own performance to ensure progress and development
- Reliable, consistent and tenacious

## Personal Situation

- Able to work a minimum of 16 hours per week. These hours must be performed during normal office hours during a short training period, after which times of work will be flexible
- Able to commute to work reliably
- Able to remain flexible

## Package

- Comprehensive training
- Competitive rate of pay
- Pleasant, modern working environment