

Job Description

Job Title	Testing Lead
Directorate	Strategy and Change
Service Area	ICT & Digital
Grade	9
Competency Level	2
Salary	£51,536 - £56,673
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	A10019

Job Purpose

The testing lead will own the delivery of all LCC owned testing phases on the ERP programme. They will be responsible for managing a team of testers and the SI to successfully delivery each phase, from the preparation of test scripts through to managing the resources needed to deliver UAT.



Directly Responsible For:

6 X Test Analysts

Directly Responsible To:

Programme Manager

Main Areas of Responsibility:

- Develop and own the testing strategy, including managing the delivery of activities and resources within the workstream
- Work with the SI to define roles and responsibilities across their team and the LCC team to ensure delivery of all testing activity
- Own the management and delivery of all testing phases, excluding unit testing
- Oversee the creation and review of detailed test scripts, ensuring they accurately reflect business requirements and use cases
- Work with the SI to coordinate the setup and maintenance of test environments, ensuring they will support the delivery of the test strategy
- Own the identification, logging, and tracking of defects through to resolution, collaborating with appropriate LCC & SI teams to ensure timely fixes
- Maintain comprehensive documentation of test plans, scripts, results and defect reports, and provide regular updates to project stakeholders on testing progress and outcomes

Supervision and Management Responsibility:

- Manages performance and behavioural issues effectively
- Post holder is expected to assist and give work instructions to colleagues on the team in relation to the projects that they are working on

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation
- Include details of the value of budget/financial responsibility and what this budget should be use for

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- You will be required to sit stationary and use a computer for a sustained period of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A degree in a technical or other appropriate discipline or equivalent or other relevant ICT professional qualifications (A/I)
- Previous leadership experience or demonstrated ability to lead a testing team (A/I)

Experience

Essential

- Extensive experience with manual and automated testing tools, including defect tracking systems, performance testing, and security testing tools (A/I)
- Experience working in ERP environments and understanding of data flows, integration points, and critical business processes in this area (A/I)

Skills/Abilities

Essential

- Strong programmatic and workstream leadership skills (A/I)
- Able to simplify and succinctly play back complex ideas (A/I)
- Exceptional inter-personal skills and the ability to influence and impact at all levels (A/I)

- Strong programmatic and workstream leadership skills (A/I)
- Excellent communication, presentation, negotiation, and influencing skills (A/I)
- Strategic thinking with the ability to manage competing priorities and deliver results under pressure (A/I)
- Familiarity with public sector policies, including safeguarding and equality frameworks (A/I)
- Ability to build and develop effective partnerships at levels of the organisation, and with customers and suppliers (A/I)

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (A/I)