**EXPERTISE**

Job description

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| Function: | IS&T |
| Position: | Test consultant |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager  (N+1 Job title and name): | IT QA Manager |
| Additional reporting line to: |  |
| Position location: | Salford or Leeds |

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| 1. Purpose of the Job – State concisely the aim of the job. |
| * To provide test consultancy style support to IS&T projects, development teams and third party vendors, ensuring an effective quality assurance process is developed in the organization, a common approach is adopted and tailored, and good practice is distilled and shared. * To act as the test team lead on selected IT projects, ensuring delivery of the product within quality standards. Expected to plan and monitor the work of the test team and act as the main reference point for problem escalation. Project roles may include Test Manager, Test Analyst or Defect Manager, as necessary. * To act as a Testing Tools Expert, to provide technical leadership, coaching and mentoring on all testing tools. * To provide Quality Assurance support on selected IT projects and initiatives |

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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | | | | | | | | | |
| Revenue FY13: | €tbc | | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc |
| Cash conversion: | tbc |
| Characteristics | | * Financial - No responsibility for budget * Staff - One direct report * Scope covers IS&T for UK&ROI | | | | | | | | |

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| 3. Organisation chart – Indicate schematically the position of the job within the Organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. Please show the job titles not the actual people doing the role, i.e. Finance Manager, Project Manager |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Testing Methodology based on ISTQB * Will be required to work closely with other Test Consultants, Project Managers, Developers and people from the Business * Expected to comply with the Company’s Policies and supporting documentation in respect of Data Protection, Information Security and Confidentiality |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * This role champion QA Policies and Processes, testing best practice, monitor performance, agree test process improvements with the IT QA Manager and ensure processes and templates are maintained in line with industry best practice. * Works with IT Project Managers and IT Development Teams to establish testing requirements and to ensure that product testing is carried out within budget and established procedures. Where agreed, personally run facilitated workshops and produce test deliverables e.g. Master Test Plans, Test Scripts (automated and manual), Test Completion Reports etc. * Oversee the use and management of test tools including HP ALM, Quick Test Pro (QTP) and Performance Centre. Creates and co-ordinates regression packs, test kit as necessary. * Complete Quality Assurance Reviews for projects and support activities in order to make recommendations for tollgate reviews and go-live readiness. * Other tasks as requested by management |

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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Works effectively with IT and Business project and operational team members. * Communicates full test coverage and supports risk based decisions. * Designs testing scripts and adapts testing scripts from source manufacturers. * Provides accurate test estimates. * Projects are delivered into production with no significant issues or defects. * QA and Test tools are available as required and fully utilised. * Update of QA Policy, Processes and Strategy. |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Excellent communication skills (oral and in writing) * Strong Analytical approach with attention to detail * Knowledge of testing methodology and tools, preferably in a SAP environment. * Some experience of Agile Methodology would be beneficial * Familiar with relevant programming languages, localization tools, and technologies, in addition to being an authority on the testing process and application functionality. * Role typically requires strong project management, organizational, and people leadership skills * Knowledge of Sodexo applications and systems * Organized * Resilient and able to adjust approach as required |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Growth, Client & Customer Satisfaction / Quality of Services provided | * Leadership & People Management | | * Rigorous management of results | * Innovation and Change | | * Employee Engagement | * Business Consulting | | * Learning and Development |  | |