

APPENDIX ONE:
Job Description



POSITION TITLE:	Automation Test Analyst
PEOPLE LEADER:	Test & Release Manager
TEAM:	Digital Business

At Craigs (CIP) we are focused on helping our clients to achieve their financial goals and grow their wealth. We believe that where a client's financial future is concerned, our people are fundamental to achieving this. Our collective skills, knowledge and commitment means that we can provide the best possible outcomes for our clients.

The Automation Test Analyst is responsible for providing testing services for all incoming requests including projects and enhancements. The Automation Test Analyst will be responsible for the preparation, planning, coordination, and execution of test activities, including the development of a test strategy and providing test summary reports. The role is also responsible for assisting with production roll out.

The Automation Test Analyst is expected to arrange the development of automated test scripts, coordinate test activities, maintain test artifacts, manage the testing processes, report test results, manage defect notifications and resolution process, and ensure timeframes agreed are met. A key component of this role is to work with the Test & Release Manager, Project Managers, Business Analysts, and Developers to ensure adequate planning and communication is delivered to the business areas that these test cases impact on.

WHAT I DO

TESTING

- Test Strategy Input.
- Test planning.
- Create and manage test automation scripts
- Complete defect reporting and tracking.
- Test Management – including performing testing at a data level
- Release management.
- Sign-off Management.
- Communications with Stakeholders, Project Managers, Testers and Vendors.
- Manage testing process to ensure key project milestones are met.
- Provide advance notification of resources required.
- Performing functional testing, and testing at a data level (including use of SQL).
- Performing technical integration testing (including Web services, use of SOAP, etc)
- Provide assistance with release management through to CIP production environments.
- Foster a delivery and client focused culture within Digital Business, contributing to key strategic goals.
- Build relationships with users as a basis for improving user testing.
- Share and contribute to best practices and experiences.
- Provide input into the continuous improvement of test analysis and processes.

GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification of disclosure.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- Any other tasks as requested by your Manager.

WHAT I VALUE



At Craigs, we pride ourselves on creating an environment where our people feel they belong and can bring their best self to work and feel valued. We grow as a team and with our clients and are always looking to support our communities – both internal and external. Our values build the foundation of how we work and how we provide great outcomes for our people and clients.

WHAT I BRING

Qualifications	• IT qualifications or relevant equivalent work experience • Test Certification
Knowledge and Experience	• Test Analyst experience 3+ years • Test Automation experience 2+ years • Financial services experience (desirable)
Key Skills and Attributes	• Strong knowledge and understanding of technical testing concepts and systems • Able to perform testing at a data level • Familiar with system integration methods and standards, and the testing of those methods • Good knowledge on standard coding practice • Able to analyze test results and provide reporting • Understands the fundamentals of test automation and repeatability • Excellent time management and organisational skills • Strong written and verbal communication skills • Ability to work well under pressure and meet tight deadlines • Problem solving skills • Commitment to drive quality improvement • Ability to work autonomously and as part of a team