Position Title
Enquire Systems Tester

Reports To
Unit Manager, DSP Development Systems and Projects

Group
Pacific and Development Group

Location
Wellington

Term of Position
Open Tenure

Date Created/Updated
August 2019

About the Ministry
The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealanders safer and more prosperous.

Our purpose is to create the international conditions and connections for New Zealand and New Zealanders to thrive.

Our work:

Kaitiakitanga – delivers solutions to global challenges, for the benefit of present and future generations;

Leadership – amplifies New Zealand’s influence and standing in the world;

Prosperity – delivers improved prosperity for New Zealand and our region;

Stability – delivers security and resilience to our country, our people, and our region.

Our values:

Impact – We achieve for New Zealand, every day, everywhere

Kotahitanga – We draw strength from our diversity

Courage – We do the right thing

Manaakitanga – We honour and respect others

About the Group
Pacific and Development Group (PDG) leads an integrated approach to New Zealand’s diplomatic and development engagement with Pacific countries and is responsible for the delivery of the New Zealand Aid Programme in the Pacific and globally. PDG currently oversees approximately 800 projects and a budget of $2.2 billion over three years. We have approximately 450 staff based in Wellington and at development posts.
About the Division

The Development, Capability and Insights (DCI) division has the following key focus areas:

- Business practice and capability
- Learning and development
- Evidence-based evaluation
- Business planning and reporting
- International Development policy
- Legal advice, and
- Systems Development and Projects

About the Position

This role will be a member of the DSP Team with responsibility for the quality of Enquire system software development, verification of changes to system functionality and support of deployment activities.

The role will liaise with users and developers to resolve incidents and is responsible for the quality of software development and deployment. The role will be involved in performing automated and manual testing activities to ensure the software created by developers is fit for purpose.

This role works closely with other members of the DSP team and system users to ensure that business systems are robust and meet the needs of the user.

Key Accountabilities

The following key accountabilities of this role assist in delivering the Ministry’s purpose:

Role specific

- Developing expert knowledge of the Enquire system, underlying business processes and operational context for all system users;
- analyzing users stories and/use cases/requirements for validity and feasibility
- collaborate closely with other team members and departments
- execute all levels of testing (System, Integration, and Regression)
- Design and develop automation scripts when needed
- Detect and record software defects / inconsistencies for triage and reporting internally and to development partners
- Apply quality engineering principals throughout the Software Development Life Cycle (SDLC)
- Provide support, documentation, and recommendations for the ongoing System Test delivery strategy to be employed within the DSP Team.

Functional Management

- Ability to deal with ambiguity, ability to reprioritise.
- Comfortable with risk and uncertainty, can decide and act without having a complete picture.
- Future focused and optimistic, can create and share a vision.

Relationship Management

- Be a team player, building and maintaining relationships at all levels in the organisation.
• Will work closely and build strong collaborative relationships with a wide range of stakeholders across functions, locations, disciplines, and organisations.
• Drive quality decision making through the effective use of interpersonal skills, influencing without direct authority.
• Provide an expert advisory role and collaborate closely with the business.
• Deliver with vision, energy, drive and perseverance to ensure collective success of team and wider business.
• Be customer focused; work with the business to ensure improvement in products and services.

Organisational Responsibilities
• Demonstrate alignment with the organisation’s values, goals, policies and procedures
• Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders
• Actively input into and support the Ministry’s strategic priorities and high-level outcomes framework
• Contribute to the preparation and reporting requirements of the Ministry’s accountability documents
• Foster strong working relationships across the Ministry
• Contribute to Ministry-wide projects and emergency response situations
• Apply tikanga and Treaty of Waitangi principles, ensuring staff also have a good understanding and are able to apply the Ministry Māori dimension in a way that is relevant to the context of our business and underpinned by Ministry values
• All other duties as requested by the employer

Knowledge Management
• Contribute to the continuous development of the Ministry’s knowledge base by using the Ministry’s internal systems, sharing information and data with relevant internal stakeholders, including contributing to/presenting at internal learning and development opportunities

Health and Safety
• The Ministry is committed to providing a safe, healthy and secure working environment for all staff, contractors and other workers, both on and offshore.
• You are responsible for:
  o ensuring that health and safety resources and processes are in place and are being appropriately used
  o engaging with staff, and contractors to enable proactive participation in matters related to health and safety
  o ensuring that health and safety hazards are identified (in consultation with staff), that controls are in place, that associated risks are being assessed and regularly reviewed, and an action plan determined to eliminate or mitigate the risks so far as reasonably practicable
  o implementing the agreed actions to eliminate or mitigate the assessed risks and monitoring and reviewing progress
  o ensuring that the group or event hazard and risk register documents are regularly updated and controls are regularly reviewed
  o ensuring that all health and safety incidents, illnesses, injuries, near misses are immediately reported through the HR Kiosk and followed-up
ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your manager.

**Qualifications, Experience & Skills**

Qualifications:
- Relevant degree
- Formal training qualification or equivalent experience

Experience:
- 5 years as a Senior Software Test Analyst on a large scale enterprise software system or similar role
- 3 years of data analysis using SQL queries

Skills:
- Ability to handle multiple tasks simultaneously
- Ability to work in a fast paced environment with minimal supervision
- Ability to prioritise workload effectively, able to demonstrate a risk based approach to testing when required.
- Ability to read and interpret technical documents
- Strong sense of ownership and pride in your performance and its impact on organisation success
- Strong critical thinker and problem-solving skills
- Excellent Team player
- Great interpersonal and communication skills
- Strong Business and Cultural awareness

**Relationships**

The position is required to build and maintain the following relationships:

Internal:
- Divisional Managers, Managers and staff in PDG and wider Ministry
- IMD staff
- Other MFAT staff, both onshore and offshore

External:
- Other government departments and agencies
- Other organisations as appropriate

All delegations are set out in either the Ministry's Instrument of Delegations (IOD) or the Official Development Assistance (ODA) delegations.

**Mandatory Role Requirements**

- You must hold New Zealand citizenship.
- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.