# Position Description

## Technical Services – CSOF4

The following information is for applicants

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| Advertised Job Title**:** | Functional Test Analyst |
| Job Reference: | 60955 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only |
| Percentage of Client Focus - Internal: | 95% |
| Percentage of Client Focus - External: | 5% |
| Reports to the: | Finance Team Lead, SAP Services |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Melissa Hewertson, [Melissa.Hewertson@csiro.au](mailto:Melissa.Hewertson@csiro.au)  *Please do not email your application directly to Melissa Hewertson. Applications received via this method may not be considered by the selection panel.* |
| Contact Details For Applying: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ through the ‘People Hub’ icon |

## Role Overview:

CSIRO's Information and Technology (IM&T) business unit is embarking on an ambitious portfolio of work designed to support the organisation’s strategy to 2020. Underpinning the portfolio is a desire for staff to have seamless and secure access to tools, systems and processes that back the delivery of world class science.

IM&T operates under agile principles and provides an environment where technology and individual autonomy is provided to staff to allow them to get on with service delivery.

The **Functional Test Analyst** is responsible for a range of testing activities including performing functional, regression, system, and integration testing. In this role the analyst will prepare plans to describe, explain and schedule the anticipated testing approach. The Test Analyst will work closely with CSIRO’s business stakeholders to provide analysis and support for SAP systems and the interfaces between SAP and our other core business applications including Microsoft Dynamics.

The Test Analyst will work in an interdisciplinary team involving other testers, developers, business analysts, infrastructure specialists, and other stakeholders to produce high quality results to support key business outcomes. The Test Analyst will work in an agile and highly collaborative environment where they will contribute to the end-to-end solution delivery including client engagement, solution development, support for organisational change management, and service promotion.

## Duties and Key Result Areas:

* Undertake a full range of testing activities across multiple systems, including SAP and Microsoft Dynamics, both on-premise and cloud-based, using the core applications and delivery across multiple browser and mobile platforms (iOS and Android).
* Work collaboratively with the broader Applications Group and stakeholders to conceive and deliver solutions, encompassing components from different enterprise applications, with a primary focus on SAP systems.
* Liaise with clients to determine their needs and take personal responsibility for their satisfaction, correct problems promptly and in a constructive manner.
* Communicate and work closely with other team members and internal and external stakeholders to develop, test, implement, promote and support end-to-end solution development.
* Contribute positively to a collaborative team approach, developing sound working relationships with SAP team members and internal stakeholders.
* Proactively support users in the efficient and effective use of IT solutions
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## CSIRO Competencies:

1. **Teamwork and Collaboration: Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.**
2. **Influence and Communication: Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.**
3. **Resource Management/Leadership: Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.**
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **Adaptability:** Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## Selection Criteria:

*Under CSIRO policy only those who meet all selection criteria can be appointed.*

***Essential Criteria:***

* Demonstrated experience as a functional test analyst across multiple systems and platforms including SAP finance applications.
* Demonstrated experience testing system integration and interfaces between both internal and external systems.
* Proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses by adapting and testing alternative solutions.
* Excellent communication skills, including an ability to work collaboratively across multi-disciplinary project teams.

## Special Requirements

The successful candidate must hold, or have the ability to possess and maintain, a Baseline Australian Government security clearance.

## About CSIRO:

At CSIRO we solve the greatest challenges through innovative science and technology. See more [online](http://www.csiro.au/)!