

Job Title:	ERP Test Analyst
Location:	Aberdeen HQ with travel to other locations as required.
Responsible To:	IT & Business Systems Director (line), ERP Project Manager (functional)
Date:	March 2024

Purpose of Job:	<p>Reporting to the ERP Project Manager and working alongside the ERP Analyst to design and execute test cases ensuring products meet specified requirements, are free from defect and are fit for business purpose.</p> <p>Software, module, and business process testing during implementation / upgrade including lifecycle management transition thereafter.</p> <p>Working from the requirements specification to analyse, design and execute test scenarios, working closely with business stakeholders and associated analysts to ensure the "to be" state is represented in testing.</p> <p>Interfacing with software vendors to transition and map vendor test cases to those internally ensuring alignment and coverage.</p> <p>Software testing as quality assurance including reference to the corresponding business process.</p> <p>Ownership of test strategy, design and execution including supervision and tasking of shared testing resources. Developing individuals as effective test resource.</p> <p>To support and establish the commonality of testing approaches.</p> <p>To collaborate with the ERP Project team on the appraisal and selection of testing approaches and tools appropriate to the testing scope. With reference to Functional testing (Unit, Integration, System, Acceptance testing) and Non-Functional (Performance, Security, Usability, Compatibility testing).</p> <p>Collaborating on the requirement, design, and provision of test environments.</p>
Key Areas of Responsibility:	<p>Relevant to ERP and associated business systems: -</p> <ol style="list-style-type: none"> 1. Developing a strong understanding of the product being changed via direct solution awareness and supporting specification documents. 2. Developing a strong understanding of product data structures and data. <ul style="list-style-type: none"> • To establish and define testing scope. • To collaborate with the ERP Project team to develop and manage the test environment. • Development of the selected testing approach. • Development of the test process. • Designing and writing test cases / scenarios. • Preparing the test environment. • Selecting / preparing / managing test data.

	<ul style="list-style-type: none"> Preparing test resources / participants – including ERP and Business Systems team members, key business users and end users. Quality checking vendor-provided test evidence following handover of customised software for internal testing. Ensuring vendor-customised software releases comply with agreed version control. Executing and overseeing testing. Supervision of testing activities, recorded outcomes, and resultant actions. Managing or escalating issues / interruptions to progress. Expediting close outs - testing activities and corrective actions. <p>Test event management / support: -</p> <ul style="list-style-type: none"> ERP project team - testing vendor delivered software customisation. Key business users - user acceptance testing. Users within business units - familiarisation, training, and functional testing. <p>Additional</p> <ul style="list-style-type: none"> Improve testing efficiency by simplifying and automating where feasible. Test solutions to continuously improve quality and business value. Contribute to ERP support analysis when required. 	
Interfaces (Internal/External):	Members of Hydrasun Group at all levels.	
Qualifications:	Essential	Desirable
	Degree or equivalent experience in suitable IT discipline.	Relevant certification.
Experience Required:	Essential	Desirable
	<ul style="list-style-type: none"> Software testing in an ERP environment including the design and supervision of test activities. A track record of achievement in both ERP upgrade / implementation projects with respect to software, module, and process testing. Test modelling, documentation, and analysis. Ability to convey test detail and outcomes at all business levels. 	<ul style="list-style-type: none"> Understanding and experience within ERP upgrade / implementation projects, in the context of test analysis, definition, and execution. Experience of engineering, manufacturing, and distribution IT.
Skills/Training Competences:	Essential	Desirable
	<p>ERP and associated software testing.</p> <p>Test analysis and process design.</p> <p>Excellent presentation and written / verbal communication skills.</p> <p>Strong interpersonal skills with the ability to build organisational rapport.</p>	Use of products associated to software testing.

Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to co-operate with all reasonable requests. If the changes are deemed to be longer term, then this job description will be revised.



JOB DESCRIPTION

Signature of Job Holder: _____ Date: _____

Name in Capitals ()

Signature of Manager: _____ Date: _____

Name in Capitals ()