

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 04094

Service Area: IT

Grade: G12

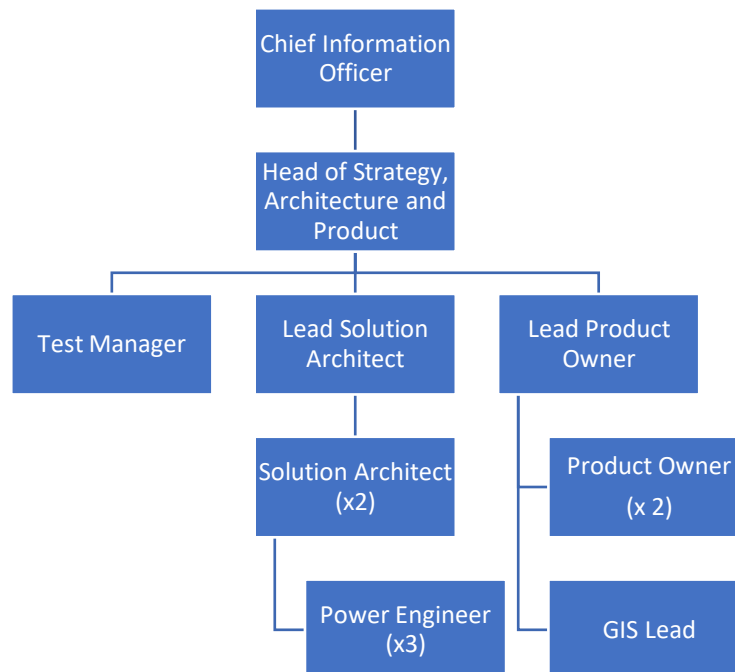
Job Title: Test Manager

PURPOSE OF JOB:

The Test is responsible for defining and leading the council's test strategy, ensuring that all IT solutions meet the highest standards of quality, security, and compliance before deployment. This role is critical in shaping the overall approach to testing, driving automation, and embedding best practices across supplier-led and internal product teams.

The postholder will work closely with stakeholders to define testing requirements and approaches, specifically related to agile product development (CI \ CD pipelines), oversee user acceptance testing (UAT) and parallel running, and ensure continuous improvement in testing methodologies. They will also ensure alignment with the Government Digital and Data Profession (GDAD) framework, compliance with industry regulations, and full integration of key technologies such as Microsoft Fabric, Microsoft Power Platform, and GIS (ESRI ArcGIS).

TEAM STRUCTURE:



MAIN DUTIES:

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| 1 | Test Strategy and Quality Assurance Leadership <ul style="list-style-type: none"> Develop and implement the council's test strategy, ensuring alignment with IT and business objectives. |
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	<ul style="list-style-type: none"> • Lead the adoption of quality assurance best practices across digital product teams. • Ensure testing frameworks adhere to industry standards and regulatory compliance requirements.
2	Supplier Assurance and Compliance <ul style="list-style-type: none"> • Oversee supplier-led testing activities to ensure compliance with contractual obligations. • Conduct assurance reviews of supplier testing processes, ensuring best practices are followed. • Define clear quality metrics and hold suppliers accountable for delivering against them.
3	User Acceptance Testing (UAT) and Parallel Running <ul style="list-style-type: none"> • Lead UAT planning and execution to ensure that digital solutions meet business needs before deployment. • Work with business stakeholders to define acceptance criteria and validate user expectations. • Ensure parallel running tests are effectively managed to minimise risks during transition periods.
4	Test Automation and Continuous Improvement <ul style="list-style-type: none"> • Drive the adoption of test automation to improve efficiency and reduce manual testing efforts. • Implement continuous testing strategies within CI/CD pipelines. • Monitor automation performance and adjust testing frameworks as needed.
5	Stakeholder Engagement and Reporting <ul style="list-style-type: none"> • Engage with senior business and IT leaders to align testing requirements with operational priorities. • Provide clear and actionable test reports, including defect tracking insights and risk analysis. • Ensure transparent communication of test outcomes to governance boards and senior stakeholders.
6	Performance and Security Testing <ul style="list-style-type: none"> • Ensure performance testing is embedded in the development lifecycle to validate system scalability. • Work closely with cyber security teams to test for vulnerabilities and ensure secure-by-design principles. • Lead testing efforts for resilience, disaster recovery, and failover capabilities.
7	Governance, Compliance, and Risk Management <ul style="list-style-type: none"> • Ensure all testing activities align with the Government Digital and Data (GDAD) framework. • Embed risk-based testing methodologies to prioritise critical business functions. • Maintain comprehensive audit trails for all testing activities, ensuring compliance with regulatory frameworks.
8	Integration and Data Assurance Testing <ul style="list-style-type: none"> • Ensure integration testing validates data flow between core IT systems, including Microsoft Fabric and Power Platform. • Support testing of GIS data accuracy and interoperability within ESRI ArcGIS. • Ensure data processing and reporting systems meet quality and accuracy standards.
9	Cloud and Infrastructure Testing <ul style="list-style-type: none"> • Ensure robust testing strategies for cloud-based and hybrid infrastructure environments. • Validate infrastructure changes to prevent service disruptions. • Support cloud migration testing to ensure secure and efficient deployment of services.
10	Usability, Accessibility, and Cross-Platform Testing <ul style="list-style-type: none"> • Ensure digital products comply with WCAG accessibility standards and usability best practices. • Work with UX teams to validate the user experience across different devices and platforms. • Conduct cross-browser and mobile testing to ensure optimal performance across all interfaces.

11	Incident Response and Defect Management <ul style="list-style-type: none"> • Establish and maintain structured defect triage, escalation, and resolution processes. • Ensure defects are categorised, prioritised, and resolved in a timely manner. • Monitor post-release performance and ensure rapid response to any emerging issues.
12	Capability Building and Best Practice Sharing <ul style="list-style-type: none"> • Promote a culture of quality-first development and continuous testing. • Lead knowledge-sharing sessions to improve testing maturity across IT teams. • Support training initiatives to enhance test automation and quality assurance capabilities.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Extensive experience in test management, automation, and quality assurance leadership.	A, I	X	
Proven track record in defining and implementing test governance frameworks.	A, I, P	X	
Expertise in UAT, test automation, performance testing, and security testing methodologies.	A, I	X	
Experience working with Microsoft Fabric, Power Platform, and enterprise IT integration testing.	A		X
Ability to manage and assure supplier-led testing activities, ensuring compliance with contractual and regulatory standards.	A, I, P	X	
Understanding of IT security, compliance frameworks, and risk-based testing approaches.	A, I, P	X	
Strong analytical skills, including the ability to assess testing outcomes and drive continuous improvement.	I	X	
Experience embedding testing processes within agile and DevOps environments.	A, I, P	X	
Commitment to fostering a quality-first culture and promoting test automation across IT teams.	A, I		X
Experience working within Agile project teams, including the writing and sizing of technical stories and tasks.	A, I	x	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.