

## **Test Manager - Clean Air Zone (Project Leader)**

**Salary: Band 8 £29,577 - £32,233**

**37 hours per week**

**Fixed term contract ending December 2021**

### **The Service**

We're recruiting for an experienced Test Manager with testing experience to support the Project Management team with focus on facilitating testing of business processes, applications, and infrastructure, governance and administration tasks for the Clean Air Zone project.

### **What is the role?**

In this role you will play an important part of the team working on the Clean Air Zone project. Your main duties and responsibilities will be:

- Providing fit for purpose customer solutions to time, quality and budget
- Managing stakeholder relationships
- Develop and manage testing strategies and plans
- Project administration
- Creative use of resources to deliver outcomes
- Influencing positive outcomes
- Administration of business processes including note taking and action tracking
- Leading by example to inspire staff and colleagues
- Identifying and solving a wide variety of project challenges
- Producing and executing credible and feasible plans and solutions with colleagues
- Implementing and following best practice
- Managing risk

### **Who are we looking for?**

We are looking for a candidate already involved in test management within the project delivery lifecycle. You'll be a determined and motivated person with excellent negotiation skills, able to bring all parties/stakeholders on board. You're an excellent communicator with good interpersonal skills to develop relationships with people at all levels and consistent, supportive, proactive and flexible in the way you deliver.

You will have skills and/or experience in the following areas:

- Projects
- Risk management
- Resource and work planning
- Building relationships
- Customer Service
- Influencing and negotiation
- Experience with developing test strategies and test plans
- Experience with managing testing of business processes, applications, and infrastructure, governance and administration tasks
- Experience with managing a virtual test team made up from larger teams
- Understanding of Testing processes
- Prince 2 Foundation, or similar recognised methodology - essential
- Microsoft Project - desirable
- Prince 2 Practitioner - desirable
- Presentation and articulation
- Budget management
- Report writing

You will be:

- Responsible and accountable for delivery of your personal tasks and outcomes
- A creative individual, who is able to bring new ideas to set us apart from others
- Committed with excellent negotiation skills to be able to bring all parties/stakeholders on board
- An excellent communicator with good interpersonal skills to develop relationships with stakeholders and suppliers at all levels
- Consistent, supportive, proactive and flexible in the way you deliver
- Positive and energetic and take pride in your and our success
- Committed to team and Service success
- Committed to delivering exceptional customer service
- The facilitator for project team meetings, our governance process and Project Boards
- Operating a healthy and safe working environment

**This post will be open until we find a suitable candidate. We will interview as suitable candidates apply.**

**How to apply:** Please see attached documents at the bottom of the Job page and ensure you fully read and follow the guidance so you fully demonstrate how you meet the points on the job profile. **PLEASE DO NOT JUST SUBMIT A CV.**

#### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent

about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

