

Job Title: Tester – Student Record System Programme

Unit/School: Strategic Planning, Performance and Projects

Grade: 5A/B

HERA: SRS13

Core purpose of role

The Tester will be responsible for the design and execution of test cases across the SRS Programme, working within the programme's testing team to ensure that new systems are thoroughly tested and verified before go-live.

Working under the direction of the Test Manager, the postholder will execute testing across multiple phases including System Integration Testing (SIT) and User Acceptance Testing (UAT), log and manage defects, and contribute to the overall quality assurance of the programme's deliverables. This role directly supports Cardiff Metropolitan University's strategic priority of Learning, Teaching and Student Success by helping to ensure that new student-facing and staff-facing systems are reliable, accurate, and fit for purpose from go-live.

Key responsibilities and contributions

- Design and execute test cases across assigned test phases (including SIT, regression, integration, and UAT), ensuring sufficient coverage of business processes, user journeys, data scenarios, and integration points.
- Analyse business requirements, process designs, and configuration documentation to produce clear, well-structured test scripts that accurately reflect expected system behaviour.
- Execute test scripts methodically and accurately, recording test results in the agreed test management tool and maintaining a clear and complete test execution log.
- Log defects clearly and accurately when testing identifies unexpected system behaviour, providing sufficient detail – including steps to reproduce, expected vs actual results, and supporting evidence – to enable efficient resolution.
- Retest resolved defects to verify that fixes have been correctly applied and that no regression has been introduced, updating defect records in line with programme standards.
- Contribute to test planning activity, including estimating test effort, identifying test data requirements, and flagging dependencies or risks that may affect the test plan.
- Participate in daily test stand-ups, defect triage sessions, and test phase reviews, providing clear and timely updates on test progress, blockers, and findings.
- Work closely with SRS Configuration Analysts, the Defect Co-ordinator, and technical teams to investigate and resolve defects, providing detailed information to support root cause analysis.



- Support the design and execution of integration test cases, verifying that data flows correctly.
- Assist with the co-ordination and facilitation of UAT activity, including briefing business users, monitoring UAT execution, and collating and logging feedback.
- Maintain accurate and up-to-date test documentation throughout the test lifecycle, ensuring evidence is captured and retained in line with programme governance requirements.
- Contribute to lessons learned activity at the end of each test phase, sharing observations on system quality, test approach effectiveness, and process improvements.

Person Specification

Essential qualifications / Professional memberships

- Degree-level qualification (or equivalent professional experience) in a relevant discipline such as Computer Science, Information Technology, or a related field.
- ISTQB Foundation Certificate in Software Testing, or willingness to work towards this qualification.

Essential experience, knowledge and skills

1. Demonstrable experience of designing and executing test cases and test scripts across functional test phases such as System Integration Testing (SIT) and User Acceptance Testing (UAT).
2. Experience of analysing business requirements, process documentation, and configuration specifications to produce well-structured, accurate test cases with clear pass/fail criteria.
3. Experience of logging, managing, and retesting defects using a formal defect tracking or test management tool (such as Azure DevOps, Jira, or similar), in line with agreed standards.
4. Ability to execute test scripts methodically and accurately, maintaining a clear and complete test execution log and ensuring test evidence is captured in line with programme requirements.
5. Experience of contributing to test planning activity, including estimating test effort, identifying test data requirements, and flagging dependencies or risks.
6. Ability to design and execute integration test cases, verifying data flows and system behaviour across multiple integrated platforms.
7. Good working knowledge of software testing principles and test lifecycle management, with an understanding of the different test phases and their objectives.
8. Strong attention to detail and a methodical approach to work, with a commitment to thorough and rigorous test execution.
9. Good written and verbal communication skills, with the ability to report test progress clearly and concisely in stand-ups, triage sessions, and written reports.
10. Ability to work collaboratively as part of a multidisciplinary team, liaising effectively with configuration analysts, defect coordinators, and technical delivery leads.
11. Experience of supporting UAT activity, including briefing business users, monitoring test execution, and collating and logging feedback.



12. A proactive approach to continuous improvement, with experience of contributing to lessons learned activity and reflecting on test approach effectiveness.

Desirable

1. Experience of testing large-scale enterprise IT systems or SaaS platforms, ideally within a digital transformation programme context.
2. Familiarity with student record systems, higher education business processes, or the student lifecycle, supporting a quicker understanding of the systems and processes under test.
3. Experience of performance, regression, or non-functional testing, broadening the range of test activities the postholder can contribute to across the programme.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.