

Position Description: Test Analyst

Kaiwhakahaere Manager	Test Manager
Te Wāhi Noho Location	Wellington
Te Rā Date	October 2026
Whakapānga Tuatahi Direct reports	0
Ngā Hononga Mahi Working relationships	Internal: BCITO employees nationally External: Employers, trainers and trainees, vendor partners, stakeholders and industry

He mōhiotanga mō BCITO | Introduction to BCITO

Nau mai, haere mai, whakatau mai.

BCITO Limited is New Zealand’s largest provider of building and construction trade apprenticeships. We are industry owned and led, and report to Construction Skills New Zealand (CSNZ).

At BCITO, our purpose is clear and our impact powerful. We manage apprenticeships and training for the building and construction sector. Our programmes are designed to be straightforward for learners and workable for employers. Because each trade has its own rhythm, risks and requirements, we build full, end-to-end programmes with wraparound support, so an apprentice can progress from their first day on the job to being fully qualified, and an employer can grow capability on site without slowing the job.

BCITO’s difference is focus and follow-through. We ensure the breadth and depth of our programmes meet industry needs and stay close to both learner and the employer to support their journey. Our qualifications are robust because we work with NZQA and TEC; our delivery is practical because we build it with industry and our outcomes are strong because we measure them, learn and improve. That is why employers stay with us, why apprentices recommend us, and why we continue to be New Zealand’s provider of choice for work-based learning in the construction trades.

Looking ahead, we remain committed to stability for learners and employers as vocational education evolves. Our aim is to make the system simpler to navigate, quicker to respond to new methods and materials, and more supportive of people finishing well.

In a sector that builds homes, schools, hospitals and workplaces, people are the critical infrastructure. **At BCITO, we are building people who are building people**, and that is how New Zealand builds its future.



Vision and Values

We are a group of passionate people, with our 'essence' encompassed by our Vision and Values.

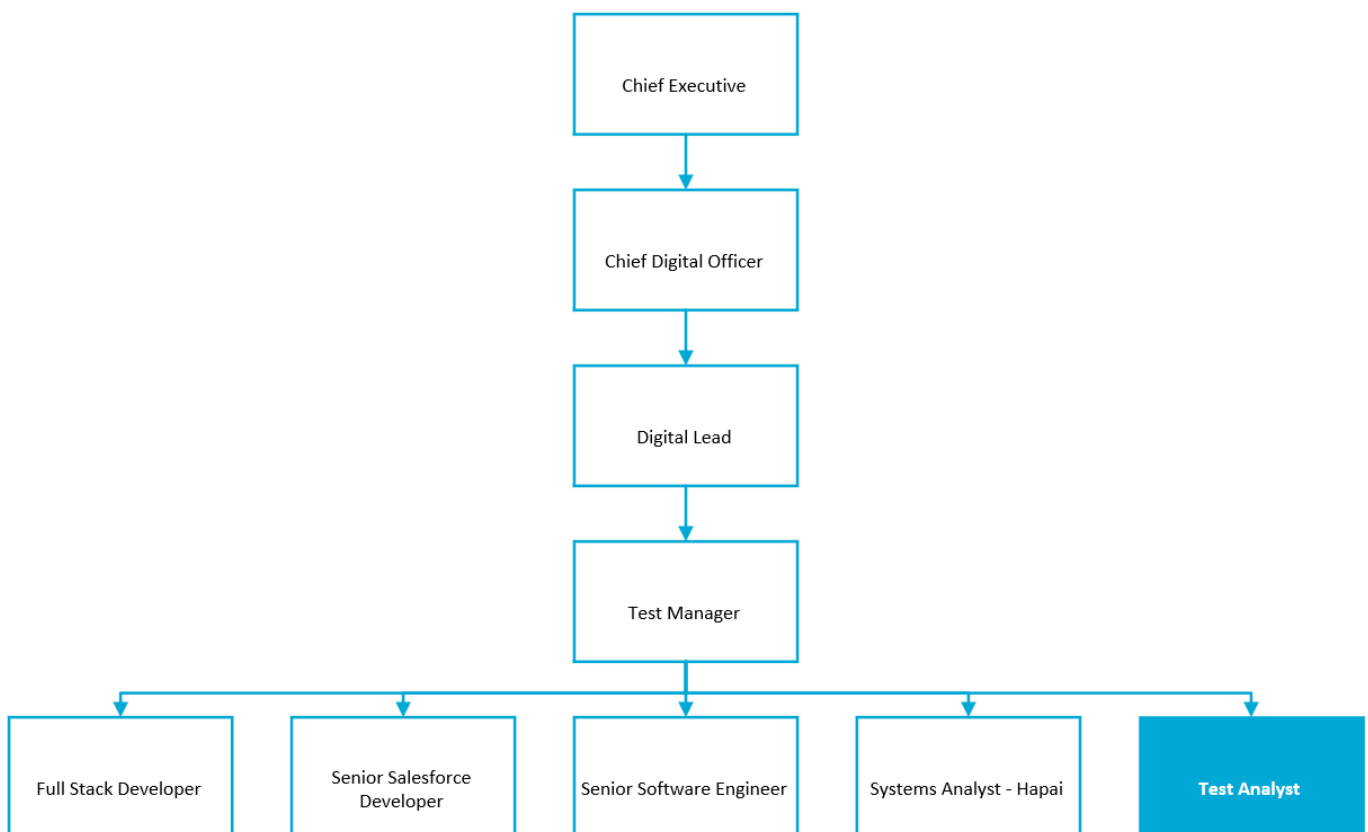
We recognise that the success of BCITO is linked to the performance, capability, and well-being of our people. We offer our people competitive remuneration, great career training and development opportunities, excellent employee-support benefits, and flexible working conditions.

Te Kaupapa | Purpose

The BCITO's Digital Customer Vision is: "To enhance the learning journey so learners are more supported and achieve greater success to the benefit of the construction industry".

The Test Analyst ensures that quality control and best practice is maintained through the development process, by supporting agile testing best practice and preventing defects from entering the system. They work closely with two agile testers and the wider digital and product teams to deliver a world-class product.

Te Tū Whakahaere | Reporting Structure



Ngā Whāinga Matua | Key Responsibilities

Quality

- Measure, define, and improve quality identifying risks early and ensuring proactive inputs and participation in requirement gathering.
- Evaluate features throughout the development lifecycle, from inception through delivery and post-release validation.
- Provide visibility of end-to-end product quality of web applications, databases, Azure integration into external and internal system services with hands on knowledge in Salesforce Sales Cloud.
- Own the QA Health status across integrated applications for consistency, and accuracy across source and target systems, including middleware, portals to internal databases with great eye for detail.
- Help refine and improve QA automation suite, provide clear test execution recordings, defect summaries and triage them consistently with team member.
- Validate data models, database structures, relationships, data mappings, and business rules to identify missing, duplicate, inconsistent, or mismatched records.
- Ensure appropriate test coverage across functional, regression, integration, end-to-end, data validation, and production smoke testing.
- Develop appropriate Test Summary Reports and weekly execution emails to support informed release decisions.

Testing & Development

- Participate in daily test activities, verify changes and clear updates in standup meetings.
- Proactively establish an effective balance between automated and manual testing to improve efficiency, coverage, and product quality.
- Participate in deployment changes to PROD, testing and verifying changes across beta, staging, and production environments, as appropriate.
- Perform hands-on SQL testing to validate database records, data transformations, business rules, data integrity, reconciliation, source-to-target comparisons, and validation of large datasets.
- Test web applications and portals, validating functionality, user journeys, form submissions, field validations, end-to-end business processes, and error handling.
- Perform integration testing across applications testing to verify accurate data creation, retrieval, updates, synchronisation and third-party systems validating data exchanges.
- Conduct portal to database testing across APIs, and validate payloads, message structures, data mappings, mandatory fields, and data transformations between integrated systems.
- Use Azure Repos and associated Azure DevOps capabilities to collaborate with developers, manage test artefacts, test triggers, workflows, processing logic and retry mechanisms.
- Perform functional, regression, integration end-to-end testing of Salesforce including Flows, records, objects, fields, and integration into Learning Management system and Finance Systems.
- Work closely with developers during build and test phase, investigate root-cause analysis with analysts.
- Daily document technical understandings, and map traceability to business and development practices.

Collaboration & Relationships

- Collaborate with the team across Developers, Analysts, Product Owners, Designers, Data team and UX s to deliver a world-class product.

Note: The above responsibilities are not exclusive. The employee may be asked to perform other reasonable duties and responsibilities at management's discretion.

Health & Safety

Perform all aspects of the position in a safe manner and contribute to a positive health and safety culture by supporting and adhering to organisational Health and Safety policies, procedures, and requirements.

Mōu | Person Specifications

- Knowledge of agile concepts and principles, and experience working in agile teams.
- Strong testing skills and QA experience.
- Experience with test automation, data analysis, reporting, and feedback.
- Strong communication (written & verbal) skills.
- Knowledge of current trends in online learning technology.
- Committed to excellent customer service and focussed on continuous improvement.
- Able to work collaboratively and autonomously.

Technical

- Knowledge of Salesforce, Azure, Canvas is preferred.
- Hands-on experience with Automation Tools is preferred.
- Knowledge of SQL and API is preferred.
- Knowledge of integration concepts is preferred to debug the logs.
- Behaviour Driven Development (BDD), Acceptance Test Driven Development (ATDD) and Exploratory Testing.