

## **JOB DESCRIPTION TEMPLATE**

Career Ladder:	Quality Assurance
Business Title:	Quality Assurance Architect
Department:	
Department Code:	
Level:	

### **Job Summary:**

The Quality Assurance Architect provides highly specialized and advanced technical expertise and mentoring in the design/development of product testing/quality processes and in developing testing architecture.

### **Organizational Status:**

### **Work Performed:**

#### Specific Duties:

### Core Duties:

- Provides advanced technical expertise and mentoring to the quality assurance team and the broader organization. Champions quality assurance process improvements across the organization.
- Analyzes new and emerging trends in quality assurance architecture, evaluates alternatives, and completes feasibility studies.
- Provides advice to senior management on quality assurance advancements, and makes strategic methodology and development recommendations.
- Designs and develops product testing/quality processes, ensures a team review of defects in assessing product quality, and facilitates the review of applications for testing needs and requirements/design quality.
- Develops project plans, prepares budgets and cost/benefit evaluations.
- Plans, prepares and executes test assets and executes linkages from test approaches to test plans, scenarios and cases.
- Makes presentations at local, regional, national and international conferences and workshops as well as to partner institutions.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

### **Consequence of Error/Judgment:**

### **Supervision Received:**

**Supervision Given:**

**Education/Work Experience:**

**Skills:**

**Competency Proficiency:**

**Core Competencies:**

**Communicating for Results (Expert – E):**

Converses with, writes strategic documents for, and creates/delivers presentations to internal business leaders as well as external groups. Leads discussions with senior leaders and external partners in ways that support strategic planning and decision-making. Seeks a consensus with business leaders. Debates opinions, tests understanding, and clarifies judgments. Identifies underlying differences and resolves conflict openly and empathetically. Explains the context of multiple, complex interrelated situations. Asks searching, probing questions, plays devil's advocate, and solicits authoritative perspectives and advice prior to approving plans and recommendations.

**Problem Solving (Expert – E):**

Anticipates problem areas and associated risk levels with objective rationale. Uses formal methodologies to forecast trends and define innovative strategic choices in

response to the potential implications of multiple integrated options. Generates and solicits the approval of senior leadership prior to defining critical issues and solutions to unclear, multi-faceted problems of high risk which span across and beyond the enterprise.

Collaboration (Expert – E):

Identifies and improves communication to bring conflict within the team into the open and facilitate resolution. Openly shares credit for team accomplishment. Monitors individual and team effectiveness and recommends improvement to facilitate collaboration. Considered a role model as a team player. Demonstrates high level of enthusiasm and commitment to team goals under difficult or adverse situations; encourages others to respond similarly. Strongly influences team strategy and processes.

**Role Based Competencies:**

Accountability (Expert – E):

Defines strategic areas of responsibility. Plans and decides upon the reassigning and restructuring of significant organizational resources. Influences and sponsors cross-organizational decisions on work prioritization, resource allocation, and long-range standards of performance.

Analytical Thinking (Expert – E):

Establishes strategic goals and enterprise-wide priorities. Uses techniques of advanced business and organizational analysis to identify and assess problem definitions and potential solutions, and compares and contrasts them against predetermined criteria. Creates framework for reviewing large volumes of unorganized data. Probes for, and points to, subtle and unclear relationships in highly complex matters and evaluates the merit of problem definitions and potential solutions. Anticipates the possible outcome of potential solutions. Systemically identifies and resolves complex enterprise-wide issues, while educating senior leaders as to their solution.

Thoroughness (Expert – E):

Sets the vision, defines the value, and acts as role model for creating a culture that sets superior standards and delivers on time and on budget. Agrees upon service level and project expectations with senior leaders. Reviews enterprise's progress against established goals, objectives, service level targets, and project milestones. Devises strategies for delivering large-scale projects on time. Proactively conducts business review meetings for reprioritization of resources and taking corrective action to respond to strategic initiatives. Holds self and leadership team members accountable for achievements, publicly recognizing successes. Identifies areas of potential vulnerability in achieving strategic business drivers. Supports the enterprise in achieving deliverables by investing in world-class organizational processes.