Job information pack

Test Analyst

APS Level 5

$89,709 to $96,239 per annum plus 15.4% superannuation

Canberra ACT, Melbourne VIC

Position details

Job reference	VN-0762649
Classification	APS Level 5
Employment status	Non-ongoing *A merit pool may be created and used to fill similar ongoing and non-ongoing vacancies.*
Working hours	Full time
Group	Corporate
Team	Technology and Information Management
Location	Canberra ACT, Melbourne VIC
Eligibility and conditions of employment	**Citizenship:** Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing. **Security clearance**: Ability to obtain and maintain a Baseline security clearance. For further information on eligibility and conditions of employment, please visit our Careers page.
Applications close	Sunday, 28 September 2025 at 11:59pm (Australian Eastern Standard Time)
Contact officer	Please contact Recruitment@comcare.gov.au

About Comcare

At Comcare, our purpose is to *promote and enable safe and healthy work*. We have several important core roles as a regulator, scheme manager, insurer and claims manager. We also have essential enabling roles, focused on supporting education, engagement and better practice approaches to health and safety, injury recovery and return to work, and the capability and capacity of our own workforce.

We are *committed to building and fostering a capable, engaged and high performing workforce* that is trusted and passionate about achieving better work health and safety outcomes for Australians.

About the team

The Technology and Information Management team maintain Comcare's Information, Communication and Technology (ICT) infrastructure and provide strategic leadership, governance, solutions and advice for the effective management of information.

The Test and Release unit is one part of this team and is primarily responsible for planning, executing, reporting and defect management for all Comcare software testing activities. The unit also performs release management activities such as assisting the Test and Release manager in coordinating deployment of software through the testing and staging environments, through to production.

The opportunity

The Test Analyst role will be involved in all aspects of the software development lifecycle resulting in proactive and continuous engagement of various stakeholders which may include, but not limited to, business representatives, subject matter experts, application developers, business analysts, application support and operations team.

The Test Analyst will participate and assist the Test and Release manager through various testing activities and phases including coordination and promotion of software builds through test environments and production.

The primary responsibilities of his role are:

1. Participating in software quality assurance activities prior to deployment within both traditional and agile delivery environments.

2. Implementing technology test management, processes and controls.

3. Assisting and contributing to the planning, development and implementation of test documentation to ensure adequate coverage and communication of activities.

4. Contributing to the preparation of test environments including user and test account setup and verification.

5. Providing support to business during user acceptance testing.

6. Reviewing requirement and design documentation for completeness and accuracy.

7. Designing, developing and executing appropriate and reusable test cases applying test techniques relevant to the product/application under test.

8. Participating in the defect management process which involves identification, reporting, tracking and retesting.

9. Contributing to maintenance of knowledge artefacts and test assets relating to both the product/application and testing.

10. Working in collaboration with technology teams to understand the software solution/s and support the prompt resolution of defects found during testing.

11. Supporting the education of stakeholders in the use of software testing methodology and tools.

12. Willingness to learn and grow in technical testing and automation.

13. Support the development and maintenance of automated test scripts using tools like Katalon Studio.

14. Execute automated test suites and report results.

Our ideal candidate

The candidate will be responsible for designing, executing, and maintaining test plans and test cases to ensure the quality and functionality of software applications. You will collaborate closely with developers, business analysts, and stakeholders to identify issues and improve product performance. Test Analyst role typically possesses a blend of technical expertise, analytical thinking, and strong communication skills.

As our ideal candidate, you will have the following skills and capabilities:

1. Sound understanding of the software development lifecycle.

2. Demonstrated experience in requirements analysis, test planning, design and execution.

3. Well-developed understanding of software testing types, phases and processes including management of test scripts, test cases, test plans and test strategy.

4. Strong analytical skills including the ability to interpret information and deal with challenges to achieve business-focused solutions.

5. Excellent communication, collaboration and relationship management skills.

6. Proficiency designing and conducting testing for one or more of the following:

   - Commercial software, including Microsoft Dynamics CRM and HP Content Manager

   - Java and .NET Client Server and web applications

   - Relational Databases Management Systems (Oracle and SQL)

Desirable experience

- Minimum 3 years' software testing experience preferred

Work environment

Comcare is committed to providing a safe, supportive and respectful workplace that prioritises physical as well as psychological health, safety and wellbeing.

We support flexible working arrangement (FWA) however, different types of FWA are suitable for different types of roles to meet operational requirements and minimise Work Health and Safety risks. Remote/working from home arrangements may apply as an office/home hybrid arrangement in this role.

You may be required to work outside of normal working hours to support planned releases.

Please consider these requirements when submitting your application. If you have any questions on the nature of the work and requirements of the position, please reach out to the contact officer.

How to apply

If you are interested in this opportunity, please apply through Comcare's Current Vacancies website. In your application, you will be asked to do the following:

- **Attach a Statement of Claims**: In your Statement of Claims, tell us in approximately 750 words, not exceeding one page why you are applying for this role and how your skills, knowledge and experience address the requirements of the role. Make sure you highlight relevant examples that demonstrate your ability to perform the role and ensure you reference the **skills and capabilities outlined in the 'Our ideal candidate' section**.

- **Attach your resume:** Your resume does not need to include a cover letter as this information should be included in your Statement of Claims. Ensure your resume is **four pages maximum.**

- The contact details of one **referee**, who should be your current supervisor.

We welcome candidates from within or outside of the Australian Public Service to apply. When writing your application, we encourage you to consider the APS Work Level Standards, which differentiates between the work expected (i.e. responsibilities and duties) at each classification level.

The Australian Public Service Commission also has guidance on applying for jobs in the Australian Public Service, including suggestions on how to write your pitch using the STAR Model.

Benefits of working with us

We care about making an impact

Make a meaningful contribution to the health and safety of workers nationwide. We design and deliver innovative and prevention focused initiatives that promote and enable safe and healthy work, including strategies to address psychosocial hazards.

We care about you

We value flexibility and diversity. We celebrate our inclusive workplace and provide leave for community volunteer work or activities related to employees' cultural background. All employees have access to a health and wellbeing reimbursement and can use Employee Assistance programs.

We have generous leave provisions with four weeks annual leave, plus additional paid leave over Christmas and New Year, personal/carer's leave and leave for cultural or ceremonial events.

We care about each other

We role model a culture founded on respect and inclusion. Our commitment to safety is reflected in policies that prioritise employee well-being. We recognise your individual needs and provide adaptable work arrangements to foster work-life balance, including work from home and office arrangements, and flex time for employees up to and including the APS6 level.

We care about growing your career

We invest in your career development through a range of learning options, including formal training courses, on-the-job training, support for continued professional development, financial support for work-related study, coaching and mentoring and a year-round calendar of professionally facilitated courses. We foster an environment for you to achieve career goals.

We care about recognising your contribution

We recognise and reward your contribution and commitments to outstanding work. You will experience great working conditions including competitive salaries with 15.4% superannuation, generous leave conditions, modern amenities, and flexible working arrangements. Our annual CEO Awards are one of the ways we formally recognise outstanding achievements.

For more information about what we offer, please read our Comcare Enterprise Agreement 2024-2027.

Merit pool

This selection process may be used to establish a merit pool. The merit pool might be accessed to fill vacancies for similar roles in Comcare or across the broader Australia Public Service over the next 18 months.

RecruitAbility scheme

Comcare is committed to supporting the employment and career development of people with disability. Our participation in the RecruitAbility scheme means you will be progressed to the next stage of the selection process if you declare you have a disability, opt into the scheme and meet the minimum requirements for the position.

Please indicate in your application if you wish to opt into the RecruitAbility scheme.

Diversity and inclusion

The range and nature of work in Comcare requires a workforce that reflects our diverse society. We are an inclusive employer and actively encourage and welcome applications from Aboriginal and Torres Strait Islander people, people with disabilities, people from diverse cultural and linguistic backgrounds and mature-age people. We are committed to providing an environment that values diversity and supports employees to reach their full potential. If you require any reasonable adjustments to support you, should you be invited to the next stage of the selection process, please indicate this in your application.