



## Marie Curie Job Description

**Job title**  
**BOT Test**

### **manager**

Department	Back Office Transformation (BOT)
Location	Vauxhall, London
Reports to	BOT Programme Systems Lead
Accountable to	BOT Programme Manager

### **Job summary**

#### Marie Curie Team

Every day of your life matters – from the first to the last. When you work for Marie Curie, you understand that better than ever. We're a passionate, committed and diverse team of more than 4,200 staff and 9,000 regular volunteers, here for people living with any terminal illness, and their families. We offer expert care, guidance and support, to help them get the most from the time they have left.

Everyone knows our daffodil, but it's our warmth, creativity and care that touch lives. Here, we take the time to really get to know the people we care for and those who love them. And we do whatever it takes to give them the final days and hours they deserve.

#### Backoffice Transformation Team

We can't deliver great care and support to those that need us without a strong Back office supporting the organisation. This set of teams works to keep Marie Curie going; covering HR, Finance, IT and much more...it is the engine room of our wonderful charity. But, like any back office we need to invest in it and improve it and so the Backoffice Transformation Team is being formed to transform Marie Curie's back office. This change programme will focus on systems, processes, ways of working and culture to build a Backoffice that supports, underpins and empowers Marie Curie to achieve all that we can.

The Cloud ERP Test Manager is a key role for the success of the BOT programme. The aim of the role will be to manage and coordinate a testing team and provide direction, advice and guidance for the development and testing of systems and applications which together deliver the BOT programme technology.

### **Key relationships**

#### **Internal**

- Programme Team
- Finance teams
- People & Organisation teams
- Fundraising senior teams
- Caring Services senior teams
- IT Infrastructure
- IT Application Support
- Information Security and Governance
- Performance, Data & Analytics department
- NST Programme

## **External**

- Platform vendor
- Integration partner
- Legacy Finance provider
- Legacy HR provider
- Legacy Payroll provider

## **Accountabilities (Duties & Responsibilities)**

1. Design, document, implement and continuously improve Testing & QA processes, tools and ways of working to support the delivery programme for BOT.
2. Develop / maintain the programme's ability to deploy standard processes, tools, metrics, measurement and reporting.
3. Create awareness and drive adoption and adherence to Testing processes and standards.
4. Provide advice and guidance to Technology portfolios, programmes, projects and development teams.
5. Manage, govern, and co-ordinate the operational delivery of agreed Testing services to Technology portfolios, programmes and projects and development teams.
6. Implement standard programme policies, processes and tools to:
  - Understand the future pipeline of demand for testing.
  - Understand the chosen delivery methodology; agree the requirements for Testing and the approach to be followed.
  - Ensure testing resources, tools and environments are in place to deliver.
  - Mobilise and deploy testing resources
  - Optimise use of testing resources across portfolios, programmes and projects.
  - Ensure programmes and projects define clear roles and responsibilities for Testing and have access to best practise guidance, methods, templates and tools
  - Define Test environments
  - Ensure automated testing happens as part of the build process
  - Monitor and report on Testing activities and facilitate decision making.
7. Manage the team: select, develop, manage and motivate a team of test analysts in order to deliver required outcomes.
8. Pro-actively demonstrate required behaviours in line with expectations of the role.

**This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.**



## Marie Curie Person Specification

**Job title:  
Cloud  
ERP Test  
Manager**

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<ul style="list-style-type: none"> <li>• Owning and delivering complex, enterprise-scale testing solutions, including system integrations and data migrations</li> <li>• Creative minded with advanced systems and data testing know-how</li> <li>• Establishes strong stakeholder relationships</li> <li>• Understands business needs and defines solutions to meet them</li> <li>• Able to produce exceptional project documentation</li> <li>• Able to communicate with both technical and non-technical staff and translate requirements/challenges between them</li> <li>• Tactful negotiator capable of navigating a path through conflicting opinions and deadlines</li> <li>• Ability to set deadlines for self and team and ensure delivery to tight timelines</li> <li>• Good level of technical delivery tools</li> <li>• Ability to develop and work within set guidelines and systems</li> <li>• Ability to develop and maintain effective relationships with colleagues and others</li> <li>• Attention to detail</li> <li>• Flexible, responsible, reliable and able to work without supervision</li> <li>• Willing to work as part of a team to achieve common goals</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Strong knowledge of automated and manual testing tools and methods</li> <li>• Excellent knowledge of modern Cloud based ERP platforms</li> </ul>	<ul style="list-style-type: none"> <li>• Oracle Fusion ERP Finance and HCM</li> <li>• Knowledge of non profit working models</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Qualifications, training and education	<ul style="list-style-type: none"> <li>• Educated to degree level or qualified by experience.</li> </ul>		<ul style="list-style-type: none"> <li>• Certificates</li> <li>• Application</li> <li>• Interview</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Strong experience of technical programme testing</li> <li>• Experience of test planning and management</li> <li>• Experience of working with senior stakeholders to understand requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Oracle Fusion ERP Finance and HCM</li> <li>• Knowledge of fundraising systems and processes</li> <li>• Knowledge of community delivered healthcare</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>



## Marie Curie Terms&Conditions

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**ERP Test**  
**manager**

Salary scale	MCJES Grade F
Contract	Fixed term (12 months)
Annual leave entitlement	25 days plus 8 days statutory holidays
Working hours	35 hours per week