

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Quality Assurance Engineer
Position Grade	E2 – Executive
Category	Executive
Campus / Unit	Sarawak Campus – Information Technology (IT)
Term of Appointment	Fixed-term Appointment
Effective Date	September 2026

Position Purpose

This position is an executive position at the University Branch Campus in Sarawak. The position will be responsible for areas as designated by the Assistant Manager, Application Development, primarily focusing on risk assessment, quality assurance, release validation, deployment readiness reviews, User Acceptance Testing (UAT) coordination, and quality governance to identify and mitigate risks before implementation, improve release reliability, and support the delivery of business-critical IT systems, integrations, automation workflows, and digital services, along with any other relevant tasks as assigned.

Participation on Committees

The position may be required to participate on relevant committees as and when needed and as directed by the Assistant Manager, Application Development; or Manager, IT; or Director, IT; or any other person as assigned by an authorised personnel.

Supervision Reporting Relationships

<u>This</u> position's supervisor / manager	Assistant Manager, Application Development, or any other person as assigned by an authorised personnel
Other positions reporting to <u>this</u> position	None

Location

This position is located at the Swinburne University of Technology Sarawak Campus.

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

KEY RESPONSIBILITY AREAS		
1.	TECHNICAL SKILLS AND KNOWLEDGE	Act as the interface between IT and stakeholders: • Conduct risk assessments on system changes, releases, integrations, applications and automation workflows. • Provide independent release validation and deployment readiness reviews. • Coordinate User Acceptance Testing (UAT) and stakeholder verification activities. • Perform defect verification and regression testing. • Review deployment, rollback and implementation plans. • Support quality assurance for applications, APIs, mobile solutions, low-code platforms and Power Automate workflows. • Investigate recurring incidents and recommend preventive improvements. • Maintenance of test case repository and propose test automation.
2.	POLICY AND PLANNING	Assist and support the Assistant Manager, Application Development in maintaining testing, release management and quality assurance standards and governance practices.
3.	DOCUMENTATION	Develop and maintain test plans, test cases, risk assessments, test evidence, release checklists and work instructions.
4.	REPORT	Prepare testing summaries, quality metrics, risk assessment findings and release readiness reports for management.
5.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following: • Execute OHS requirements in respective work areas; • Maintain cleanliness, good housekeeping and overall safe work environment; and • Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.
6.	SWINBURNE VALUES AND CULTURE	• Commit to the Swinburne Values. • Conduct work professionally while demonstrating the Swinburne Values at all times.
7.	LIAISON AND INTERACTION	Demonstrate Swinburne Values and Culture including: • Work effectively and with flexibility as a member of the team in providing input, advice and assistance as and when required.
8.	OTHERS	Any other duties as directed by the Assistant Manager, Application Development; or Manager, IT; or Director, IT; or by an authorised personnel.

SECTION C: Key Selection Criteria

Application letters and / or resumes must address the Qualifications and Knowledge / Experience / Attributes sections under the key selection criteria.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential / Highly Desirable / Preferable
1.	A Bachelor's degree in Computer Science, IT, or a related field from a recognised institution, with at least three (3) years relevant work experience. Master's degree holder in a relevant discipline can be considered.	Essential

Experience / Knowledge / Attributes: Required by the appointee to successfully perform the positions key responsibilities.		Essential / Highly Desirable / Preferable
1.	For Bachelor's holders, at least three (3) years of relevant working experience in any two of the following domains: Software Testing, Risk Assessment, Release Management, UAT Coordination, Defect Management or Business Systems Validation.	Essential
2.	Experience conducting internal or external risk assessments and identifying implementation risks.	Essential
3.	Experience in software testing, defect verification and regression testing.	Essential
4.	Ability to coordinate UAT activities with technical and non-technical stakeholders.	Essential
5.	Strong analytical, problem-solving and documentation skills.	Essential
6.	Experience with enterprise applications, APIs, integrations, mobile solutions, low-code platforms or automation workflows.	Highly Desirable
7.	Knowledge of testing tools and Power Platform (Power Automate/Power Apps) is highly desirable.	Highly Desirable
8.	Experience with audit, compliance, governance or release assurance practices.	Highly Desirable
9.	Flexibility in Working Hours: Exhibits willingness to operate beyond regular office hours as necessary to fulfill job demands.	Preferable