

ERP Testing Manager Grade 10

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Finance and Resources

Finance and Resources provide the council with a range of support services including Finance, People Services, Law and Democracy and Commercial and Assets. The Finance section carries out a range of duties from paying creditors, receiving and banking income, the setting of budgets and medium-term financial

plans, to managing the council's pension fund and its administration as well as providing an internal audit function and risk management and insurance services. People Services carry out a range of functions including People operations, advice and guidance, policy development, learning and organisational development, pay and reward, talent and resourcing, service and system improvement, people data and analytics and Health, Safety and Wellbeing. The service is responsible for the council's financial systems and HR systems and payroll services, financial governance frameworks and for providing financial advice to councilors, officers and partners.

About the ERP Programme

As part of Staffordshire County Council's delivery plan for 2026 - 2028 we are embarking on an exciting project to replace our current Finance and HR & Payroll solutions with a single platform Enterprise Resource Planning solution.

The new system will:

- replace the Centros Finance solution enabling the council to pay suppliers, bill customers, receive and bank income, set budgets and medium-term financial plans using an intuitive user interface
- enable suppliers and customers to manage their data and transact with the council using a self-service portal
- replace the current My HR solution enabling employees quick access to view and change their data and managers access to their employees and enhanced reporting capabilities
- provide all users with a single log-in to the solution reducing the current maximum of 5 separate log-ins to access our business solutions
- provide essential information for performance management reporting, including statutory requirements across finance and HR

The project will be working closely with colleagues and schools to configure the new system, migrate their data from existing solutions, facilitate the development of effective processes and support the council to be prepared for new ways of working and LGR.

About the Role

The Testing Manager will support the delivery of the replacement Finance and HR & Payroll systems Project and achieve its objectives through the development and implementation of effective testing strategies and plans.

The postholder will take a lead role in planning and managing comprehensive and reliable testing of the new solution including its many interfaces. They will be required to work effectively with service teams.

Reporting Relationships

Responsible to: ERP Programme Manager

Responsible for: Matrix management of Subject Matter Experts, third party suppliers and Change Champions/End Users in relation to Testing Planning and Delivery

Key Accountabilities:

1. Develop, maintain, control and deliver an appropriate Test strategy, and test plans to ensure the system is tested effectively, aligned with project timescales and satisfies the requirements of the project.
2. Effectively matrix manage staff from the service who join the programme team to share their specialised skills and knowledge, and change champions/end users, to ensure they have clear testing plans, resources and that the testing is delivered effectively and within the project timescales
3. Oversee all phases of testing including unit, system integration, user acceptance, regression and cutover verification.
4. Assist with developing, maintaining, controlling and delivering design and configuration strategies and plans to ensure the testing plans are designed effectively and meet the requirements of the project.
5. Work with Workstream Leads, 3rd party suppliers and technical teams to

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define test Scenarios and obtain sign-off for each testing phase.

6. Define a defect management approach to ensure all system defects are documented, tracked and managed based on priority. Lead triage meetings to resolve issues in partnership with our system implementation partner, workstream leads and business users.
7. Provide timely updates to the Workstream Leads, Programme Manager and Project Steering Group highlighting progress, issues and risks and ensuring that relevant areas of the project deliver on time and budget.
8. Responsible for ensuring effective communication channels and business relationships are established and maintained as part of the project team.
9. Negotiating and influencing to ensure the right resource skill and capacity is released at the right times, to maximise the benefits of partnership approaches and deliver the objectives of the project
10. Ensure a robust environment management approach is in place, alongside the data and tools required to manage each testing phase
11. Ensure that appropriate and consistent documentation is created, used, maintained and controlled throughout the project including test completion reporting (TCR) after each project testing phase
12. Responsible for interpreting all the requirements specified within the tender and subsequent blueprinting activities with the business.
13. To undertake any other duties required by management, which are commensurate with the grading of the posts.

Other Information

The post holder will be required to work normal office hours to ensure effective project support and evenings and weekends on some occasions to support maintenance, testing and updates to systems outside normal working hours. The post holder will need to meet the travel requirements of the role locally / regionally.

The postholder will have the flexibility to work remotely, with the expectation of working from the office at least two/three days per week (on average), some additional days will be required based on project needs. There will be a requirement at key stages in the project to work at the office location every day.

This post is designated as a casual car user.

This post has no political restriction.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Environment

Deliver a reduction in the Councils' environmental impact through a proactive focus on key priorities to support the economy, nature and communities.

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Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.






Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application
 I = Assessed at Interview
 T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> Educated to degree level in a relevant discipline or equivalent experience in management. 	<p>A</p>
   	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> Experience of managing teams directly and through matrix management Working knowledge and experience of applying project methodologies, planning processes and techniques. Experience of change management in a complex organisation. Experience of Finance and HR practices and Finance and HR & Payroll systems Able to quickly build and manage internal and external stakeholder relationships with managers and staff from varying professional backgrounds both internally and with suppliers. Proven experience and ability to quickly aggregate, analyse and report a range of information into a coherent picture of project performance and status. Experience of leading and facilitating structured workshops, meetings and other similar gatherings of staff and project partners. Ability and knowledge of how to quickly identify, 	<p>A & I</p> <p>A & I</p> <p>A & I</p> <p>A & I</p> <p>A & I</p> <p>A & I</p> <p>A & I</p>



*If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview. This scheme will also apply to Care Leavers and Armed Forces/Veterans.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300