



Position Description – QA Lead

Position Details

Position Title:	QA Analyst		
College/Portfolio:	University Operations	School/Group:	Information Technology Services
Campus Location:	Primarily based at Melbourne city campus, and the potential to work across other RMIT campuses as required.		
Classification:	HEW 7	Time Fraction:	1.0
Employment Type:	Fixed Term		
Fixed Term Reason:	Specific Task or Project		
Reporting Line:	Portfolio QA Manager		
No. of Direct reports:	None		

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be–Know–Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

The Operations Portfolio enables an integrated, enterprise-wide delivery for best practice student and staff experiences.

The Portfolio incorporates the following business units: Enterprise Projects and Business Performance (EPBP), Communications, Experience, Human Resources, Information and Technology Services (ITS), Office of the Chief Operating Officer, Procurement and Property Services Group (PSG).

The Portfolio houses significant drivers and delivery components across the staff and student journeys and enables the overall experience for both groups. The Portfolio is integral in bringing the RMIT strategy to life, across the globe. Each of these functions supports the global operations of the University both directly as well as through its controlled entities.

The Information Technology Services (ITS) function, provides RMIT University with current and emerging Technology systems and services. Our vision of “unleashing technologies to enable great experiences for RMIT Audiences” supports a proactive and leading-edge technology ecosystem, mindset and delivery empowering the advancement of the University's commitment to advancing Lifelong Learners

Position Summary

The QA Analyst supports the delivery of high-quality applications and systems at RMIT by designing and executing test cases, contributing to automation and performance testing, and carrying out QA activities that ensure a successful release.

While this role has strong involvement in functional and exploratory testing, QA Analysts are also expected to contribute **automation scripts, leverage AI tools to accelerate testing, support CI/CD integration of tests, and develop foundational non-functional testing skills.**

This role provides a career pathway to QA Engineer, equipping QA Analysts with the technical, collaborative, and continuous improvement skills needed to progress.

Key Accountabilities

- Design, maintain, and execute manual and automated test cases for applications, APIs, and integrations.
- Carry out general QA activities to support a successful release, including regression testing, defect retesting, release readiness checks, and validation of business requirements.
- Write and extend automation scripts (e.g. Playwright, Postman, SQL) within existing frameworks.
- Use AI tools (e.g. VAL, GitHub Copilot, agentic AI) to accelerate testing activities, while validating and understanding outputs.
- Support integration of tests into CI/CD pipelines (e.g. AWS CodeBuild), ensuring results are visible, repeatable, and reliable.
- Support performance testing by running existing JMeter/K6 scripts and contributing to simple test design.
- Assist in non-functional testing, including accessibility and reliability checks.
- Document test results, defects, and validation steps clearly for knowledge sharing.
- Collaborate with developers, QA Engineers, and business stakeholders to ensure quality is embedded throughout the delivery lifecycle.
- Contribute to continuous improvement activities in QA practices.
- Actively develop technical and collaborative skills with the goal of progressing toward a QA Engineer role.

Key Selection Criteria

Essential

- Minimum 3 years' experience in Quality Assurance, with expertise in both manual and automation testing in Agile and Waterfall environments.
- Demonstrated experience in **functional testing, regression testing, and release readiness QA activities.**
- Ability to design and execute test cases, including contributing to automation scripts
- Strong attention to detail, documentation, and analytical skills.
- Experience with **API testing tools** (e.g., Postman) and willingness to adopt new tools where appropriate.

Desirable

- Interest and capability to learn QA engineering practices, including **test integration with CI/CD pipelines.**
- Willingness to use AI tools responsibly to enhance test design, automation, and productivity.
- Foundational knowledge of performance testing (JMeter, K6) with motivation to expand skills.

Personal Attributes

- Collaborative mindset, with the ability to communicate effectively with business and technical stakeholders.
- Proven ability to adapt to changing priorities, manage multiple initiatives, and deliver within deadlines.
- Commitment to self-driven continuous learning and staying abreast of industry trends in QA and test automation.
- Confident communicator who can explain quality risks and trade-offs clearly.
- Collaborative and supportive, with a strong sense of ownership for outcomes.

Qualifications

- Tertiary qualifications in Computing, Computer Science, or a related discipline.
- Equivalent combination of relevant experience and education/training will be considered

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.