

POSITION DESCRIPTION

Position Title:	Test & Quality Manager (Project PeopleConnect)
Business Unit/Department:	People & Culture Operations & Workforce Systems
Division:	People, Culture & Communications
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 5 Level 1 – Level 5 (HS5 to HS33)
Reports To:	Project Manager – People & Culture Technology (Project EX)
Direct Reports:	NA
Date Prepared/Updated:	18 May 2026

Position Purpose
Western Health is on an ambitious journey to continually enhance our employee experience. With the successful go-live of PeopleHub and TalentHub (SAP SuccessFactors), Project PeopleConnect (PC) has delivered the organisation's first fully integrated Human Resources Information System (HRIS). The next phase of Project PeopleConnect includes the introduction of two new HR Platforms: 1. HR Service Management (HRSM) will provide a centralised, digital platform for employees and managers to access HR support, policies, knowledge articles, and service requests. By introducing standardised workflows and case management, HRSM will improve transparency, reduce manual effort, and enhance the responsiveness and consistency of People & Culture services. 2. RosterHub, which will introduce RLDatix Optima, a cloud-based rostering, time and attendance solution, and the award interpretation engine supporting SAP Payroll. Delivered in partnership with the Royal Melbourne Hospital and the Royal Women's Hospital, RosterHub will strengthen rostering practices, improve accuracy, and significantly reduce manual effort for employees, managers, and Payroll Services. The Test and Quality Lead position leads Testing, UAT and Quality Assurance for Project PeopleConnect. The position will be responsible for ensuring technical and functional scoping is aligned to business requirements and system capability, leads the development of UAT plans, understand business processes, ensures data integrity during migration, HRIS integration and replication is setup completely and accurately, and is responsible for maintain the project defect and risk register. The position is also responsible for ensuring Quality Assurance on the project is met, partnering with the vendor and implementation partner to review test and production environments meet specifications outlined.
Business Unit Overview
People and Culture provide advice and employment related services across Western Health. Operational People and Culture management within Western Health is primarily the responsibility of line management and the role of People and Culture function is to support them to effectively perform this role.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

The People and Culture function comprises the main functional areas of People and Culture, Employee Relations, Recruitment Services and Workforce Planning and Development. The teams aim to work in an integrated way to support a high standard of People and Culture management practice within Western Health that aligns with the organisation's core values.
Key Responsibilities • Lead the Testing program for Project PeopleConnect, collaborating with vendor and implementation partner to ensure defects are identified, documented, prioritised and rectified in a timely manner • Lead the development of Test Strategy, Test Plan, Test Cases and Test Summary Reports • Lead all testing phases including; System Integration, User Acceptance, Parallel Pay Run Testing in accordance with the agreed test cases and test plans. • Lead Quality Assurance across the program to ensure test and production environments meet specifications • Manage the risks, issues and defect register, raising, documenting and reporting to the project working group and steering committee • Responsible for promoting and applying a structured test management approach and methodology that supports the delivery of quality outcomes and apply best practice test management framework • Define and manage testing entry and exit criteria/gates. • Report on test progress and recommend remedial action in cases of non-compliance to quality standards. • Assess 3rd party test results and test reports to confirm requirements have been met. • Support the development of project cutover activities • Attend project meetings and contribute to the successful implementation PeopleConnect projects • Prepare relevant communications and reports as required • Acts as a PeopleHub champion • Other duties as directed by manager In addition to the key responsibilities specific to your role, you are required to deliver on the Key Organisational Accountabilities which are aligned with the Western Health strategic aims.
Key Working Relationships Internal: • People & Culture Team • Western Health Employees • Functional SMEs • Project Stakeholder – DTS, Performance Unit, NMWU, MWU, HSS • Steering Committee External: • Implementation Partner • Vendor • Tambla • Melbourne Health
Key Selection Criteria Essential: To be successful for this role you will need to demonstrate: • ISTQB Foundation certification or equivalent testing qualification • 2+ end-to-end ERP/Rostering/Digital implementation complex (e.g. payroll) integration as a Testing specialist • Demonstrated experience designing test strategy, test plans, test scripts and test summary reports • Strong stakeholder relationships with technical support teams across internal and 3rd parties

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

Desirable: • Experience as a Business Analyst • Additional Project Management Capabilities • Health or Public Sector Experience
Additional Requirements
All employees are required to: • Obtain a police/criminal history check prior to employment • Obtain a working with children check prior to employment (if requested) • Obtain an Immunisation Health Clearance prior to employment • Report to management any criminal charges or convictions you receive during the course of your employment • Comply with relevant Western Health clinical and administrative policies and guidelines. • Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures • Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health • Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health • Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health • Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015 • Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines
General Information
• Redeployment to other services or sites within Western Health may be required • Employment terms and conditions are provided according to relevant award/agreement • Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace • Western Health is committed to Gender Equity • Western Health provides support to all personnel experiencing family and domestic violence • This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs • Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment