

**Current vacancy:**      **Quality Assurance Administrator**

**Location:**              **Worcester**

**Salary:**                 **Competitive, entry level salary**

**Job type:**              **Permanent**  
**Full-time**

**Closing date:**         **23<sup>rd</sup> September**

### **About Liaison Group**

Founded over 30 years ago, we are a well-established and trusted health economy partner, saving millions for reinvestment in health and social care through our Workforce, Financial and Care businesses.

We have a workforce of more than 250 people with a headquarters located in the historic city of Worcester, a technical team in Derby, along with many remote workers across the length and breadth of the UK.

### **About Liaison Workforce**

Founded Helping NHS organisations on their journey to become workforce exemplars. Liaison Workforce delivers programmes to drive measurable improvement in all areas of workforce management.

We provide actionable insights through expert support, guidance and detailed management reporting & benchmarking.

### **The team**

From Worcester we support our clients, where they lean on us for a variety of services. Liaison both monitor the clients' spending, as well as support the payroll and engagement of people services. Having grown considerably over the last four years we are keen to acquire the best talent who will be able to support our journey of growth and diversification.

The larger team itself is incredibly hard-working, yet friendly and approachable, where they are based in a large open plan office. They are sociable and have been known to organise 'Come Dine With Me' evenings, Book Clubs and charity activities such as food banks and even the occasional skydive!

### **Main responsibilities**

This position is at the heart of our Workforce division, where you will be supporting our technology platform, ensuring that it is working correctly.

You will be responsible for ensuring that the process through our bespoke systems are mapped correctly, conducting some UAT and regression testing, acting as the user to immerse yourself in the system to ensure that each part of the system works as it should.

You will also create test plans and set up scenarios to predict any other issues. You will be the point of contact for any questions on the utilisation of the system, so you will be expected to learn it quickly and thoroughly.

### **Experience and qualifications required**

We are ideally looking for an individual with testing experience within an Agile environment, however we will consider people who are adept at IT systems and can demonstrate the ability to learn testing. You must also hold a minimum of 5 GCSEs (or equivalent) A-C including Maths and English.

The successful candidate may have worked as an IT Administrator, or Co-ordinator or UAT Tester. This team is known as Quality Assurance, therefore a QA background within IT is highly desirable.

We will also consider IT graduates who are looking to gain some experience, as long as you demonstrate that you have good attention to detail, are process-orientated, with good communication skills.

Our system is bespoke, therefore exact experience is not essential, however demonstrable experience working in administration with some systems is vital.

### **Benefits of working at Liaison Group**

We believe that working life should be a happy and healthy one.

We offer all staff a wide variety of company benefits as well as the opportunity to get involved in a range of company organised events - from regular physical challenges to bi-annual staff away days and social events.

Our wide range of staff benefits aim to have an impact on both home and working life for all staff, while at Liaison Group.

We offer:

- 23 days holiday initially, which increases annually up to 28 days
- Private healthcare for you and friends and family
- Tax-free childcare
- Contributory pension
- Life assurance of 4 x salary
- Company days/social events
- Free fruit in our offices
- Bonus when you introduce a new colleague to Liaison Group.



**How to apply**

Please send your CV and a covering letter to [jobs@liaisongroup.com](mailto:jobs@liaisongroup.com) by 23<sup>rd</sup> September.

Thank you for your interest in joining Liaison Workforce.

