

Job Description		
Job Title:	QA Project Manager	Head of QA
Job Purpose:	<p>The QA Project Manager is a senior role within the QA Management team and responsible for managing the QA process for specific products from initial planning, through testing, submission, downloadable content and post release QA support.</p> <p>The aim of this position is to ensure the assigned QA project is completed successfully and delivers AAA results in terms of product quality, efficiency, innovation and cost by appropriate planning and allocation of resources to meet company release schedules.</p> <p>The QA process could be performed by the internal QA team (located in Montreal) and/or by external QA providers.</p>	
Primary Duties:	<p>PROJECT MANAGEMENT</p> <ul style="list-style-type: none"> - Optimise planning and deployment of resources across global locations. - Work with outsourcing partners to deploy workload as required. - Approve pre-defined development milestones on products where QA signoff is requested. - Liaise with QA and Eidos Studios on products to ensure accurate reporting of bug counts and relevant issues in order to hit submission dates set centrally. - Liaise with other departments on product issues; to be involved with any discussions relevant to timescales, manuals, product information, and compatibility in order to hit release dates set centrally. <p>1st PARTY SUBMISSIONS MANAGEMENT</p> <ul style="list-style-type: none"> - Work with Head of QA in co-ordinating the overall submission process with 1st party account/release managers. - Liaise with studios and QA Management to approve titles/content for 1st party submissions. - Work with Mastering Manager in co-ordinating final code submission to 1st Party. - Co-ordinate submissions of online content onto PSN/Marketplace with studio Brand/Marketing. - Work to continuous improvement on submissions procedures to be used across the submissions team and the outsourcing team <p>BUDGET MANAGEMENT</p> <ul style="list-style-type: none"> - Work with internal/external teams to allocate resources as per departmental budget. - Report status of project budget and highlight irregularities to Head of QA. - Maintain and monitor costs per title through its lifecycle. - Liaise with external vendors in obtaining quotes for initial/extended work. <p>STAFF MANAGEMENT</p> <ul style="list-style-type: none"> - Co-ordinate with Head of QA / QA Manager at Montreal studio in regards to workload. - Work to continuous improvement and define staff training needs and requirements across QA group. 	
Key Stakeholders:	<ul style="list-style-type: none"> • Head of QA • QA Manager Montreal • Mastering Manager • Eidos Studio groups • Outsourcing Account Managers / Leads / Contingency Staff • 1st Party Account/Release/Submission Managers at Format Holders 	

Person Specification:		
Profile	Essential	Desirable
Experience & Qualifications	<p>Previous QA project management</p> <p>Experience within the video games industry.</p> <p>Experience in managing teams</p>	
Technical Skills	<p>Excellent Communication skills</p> <p>Knowledge of Microsoft office</p>	<p>Experience and knowledge of budgets</p> <p>Experience in Test Track Pro database</p>
Interpersonal Skills	<p>Team player</p> <p>Outgoing & friendly</p>	
Other Skills	<p>Interested in computer games</p> <p>Travel maybe required to visit external vendors</p> <p>Flexibility to work extra hours if required</p>	