

**RESERVE BANK OF NEW ZEALAND
POSITION DESCRIPTION**

POSITION TITLE:	Senior Portfolio Analyst Manager
DEPARTMENT	Financial Markets Department
TEAM	Market Operations
REPORTS TO:	Manager Markets Operations
LOCATION:	Wellington
JOB EVALUATION:	Band 4, Portfolio
DATE:	January 2019

Introduction

The Reserve Bank of New Zealand formulates monetary policy to maintain price stability and promotes the maintenance of a sound and efficient financial system. A comprehensive and timely understanding of developments in the global and domestic financial markets is crucial to support the Bank's decision-making around these functions.

The Financial Markets Department (FMD) is functionally responsible for:

- Advising on the structure, regulation and operation of the New Zealand financial system, as it relates to financial markets and the macro financial system.
- Identifying risks to the efficient functioning of financial markets and dealing with financial system stress.
- Managing banking system liquidity, including routine liquidity management as well as crisis liquidity policy.
- Managing New Zealand's official foreign reserves (including active trading in international markets) and implementing the Bank's foreign exchange intervention policy.
- Monitoring and researching international economic and financial market developments.

Market Operations

- Implement monetary policy, manage foreign reserves, domestic securities investments and domestic banking system liquidity and monitor and report on developments in the financial markets.
- Ensure short-term wholesale interest rates are maintained at levels close to the OCR, avoid payment disruptions due to a shortage of settlement cash in the system and facilitate domestic market operations in generating a positive return over the medium term.
- Enhance the Bank's ability to respond with effective liquidity facilities for New Zealand banks, ensuring an operating environment that is sufficiently flexible and robust and can withstand unexpected shocks in both offshore and domestic markets.
- Manage the balance sheet, ensuring investment strategy and portfolio management is aligned with Bank policy objectives and subject to those primary policy goals around risk and liquidity, maximise risk-adjusted returns.
- Manager the foreign reserve portfolio to maintain the capacity to intervene in the foreign exchange market in times of financial distress or when needed to for monetary policy purposes and subject to these primary goals, maximising risk-adjusted returns.

Key Objectives

Reporting to the Manager Markets Operations, the Senior Portfolio Analyst Manager is responsible for an allocated portion of the Bank's balance sheet. The responsibilities include foreign reserves management and trading in New Zealand's domestic fixed income market to ensure there is sufficient liquidity in the payments system.

Within the scope of their duties, the Senior Portfolio Analyst Manager is expected to contribute towards Market Operations responsibilities, of implementing the Bank's monetary policy objectives through applying best practices and professional standards in their activities.

The Senior Portfolio Analyst Manager plays a key role in the team's market liaison activities aimed at gathering information required to support the team's financial markets exchange intervention role and the Bank's market monitoring requirements.

Key Responsibilities

- Monitor and interpret New Zealand and International money markets (long and short term), via the team's outputs and market liaison, to build a thorough understanding of influences on financial markets.
- Conduct the team's ad-hoc operations and standing facilities by forecasting banking system liquidity flows, executing liquidity management operations (e.g. open market operations) and standing facilities (e.g. Bond Lending and Overnight Reverse Repo Facilities) as and when required to meet desired operational targets and monitoring inter-bank settlements and the cash market.
- Manage the structure, dealing and hedging of the Reserve Bank's core markets portfolio, including analysis and advice on the most cost-effective risk-adjusted ways of ensuring that the liquidity objectives are met.
- Undertaken the team's active management trading activities, including managing one of the Bank's core fixed income portfolios with an objective to outperform benchmarks, formulating trades, and developing and maintaining skills in dealing/trading.
- Actively gather market intelligence by building strong professional relationships with counterparties.
- Contribute significantly to the maintenance and development of the Bank's foreign exchange and domestic markets intervention capacity.
- Regular reporting, both verbally and in writing, on domestic market/payment system activity and developments.
- Produce regular reports on market/system activity and developments including new policy initiatives within FMD and to various stakeholders around the Bank, including the Asset and Liability Committee.
- Work closely with the teams responsible for monitoring and analysing financial markets, especially in providing information on developments in market operations.
- Develop and maintain strong professional relationships with other sections in the Financial Markets Department and across the Reserve Bank to deepen knowledge and understanding of markets and their risks.
- Participate fully in departmental initiatives to spread and deepen knowledge and understanding of markets and their risks.
- Facilitate the training of new staff in market operations as required.

- Any other duties as required.

Note that Market Operations trading activities cover most major world markets. This means that the operation could be staffed from around 5.30am (to cover the US afternoon) until around 9.30pm (to cover early European trading). At present, the holder of this position is normally expected to work a “conventional” day, but along with other rotated duties between offices will be required to work outside normal hours to facilitate the investment of reserves. These hours may be varied in future reflecting any changes in relative responsibilities among the team members.

Key Competencies

- Five plus years of practical experience in financial markets, preferably in a trading or portfolio management role or related area.
- A strong understanding of portfolio management, trading and related risk management.
- A relevant tertiary and NZFMA qualifications.
- A strong working knowledge of financial markets and an interest in monetary policy.
- An ability to analyse and understand financial markets and use appropriate frameworks and tools to formulate effective solutions.
- An ability to demonstrate a strong interest in understanding (and passing on to others) how markets work, and in translating that understanding into possible trading positions.
- Show initiative, take a proactive approach and display high integrity and sound professional judgement.
- Good decision making capability and an ability to work effectively within delegated authorities.
- Show leadership in dealing with complicated operational and technical problems.
- Excellent relationship management skills that build effective working relationships with others at the Bank as well as external counterparties.
- Communicates effectively both verbally and in writing, in a way that delivers relevant information at an appropriate level in a timely manner.
- A well-developed sense of the Reserve Bank’s broader functions and the ability to discuss these, especially with external counterparties.
- An ability to work and contribute effectively within a team, listening carefully and openly, and with the ability to deliver information at an appropriate level either in written or verbal formats.
- An ability to work under pressure in order to meet non-negotiable deadlines.
- Strong PC skills, particularly in Microsoft Excel and Word. A working knowledge of Bloomberg, Thomson Reuters, NZClear and FINDUR ideal.
- High levels of numeracy and accuracy.

Vision: Great Team, Best Central Bank

Purpose: To promote a sound and dynamic monetary and financial system.

Values

Integrity

Being professional and exercising sound judgement.

Innovation

Actively improving what we do.

Inclusion

Working together for a more effective Bank.