

**RESERVE BANK OF NEW ZEALAND
POSITION DESCRIPTION**

POSITION TITLE:	Portfolio Analyst/ Manager
DEPARTMENT:	Financial Markets Department
TEAM:	Market Operations
REPORTS TO:	Manager Market Operations
LOCATION:	Auckland
JOB EVALUATION:	Band 3, Portfolio
DATE:	March 2020

Introduction

The Reserve Bank of New Zealand (The Bank) is New Zealand's central bank. Our vision is to be the Best Central Bank with a Great Team. We operate with passion, integrity, innovation and inclusiveness.

Our main objective is to promote a sound and dynamic monetary and financial system and to ultimately raise New Zealand's economic wellbeing.

We undertake a range of activities to meet this objective, including:

- formulating and implementing monetary and financial policy
- licensing and prudential supervision of banks, insurers and other deposit taking firms
- supply and circulation of currency
- operating New Zealand's payments and settlement system

To support these functions we undertake world class research, we actively engage with our stakeholders to promote understanding and trust, we foster co-ordination with other regulators and our global peers, and we recruit talented achievement-focused people. We are aware of the trust placed in us as an institution and seek to lead and influence in areas where we can have a meaningful social impact such as climate change, financial inclusion and regional issues relevant to our central bank mandate.

We welcome people to the Bank from diverse backgrounds, disciplines and experience. We encourage open and inquiring minds and provide a supportive, collegial and flexible team environment. We are invested in each other's success, we are energised and resilient.

We operate in a complex and changing global landscape but are acutely conscious of our heritage and history. Our Te Ao Maori strategy and awareness is a critical lens across all our work.

We are open, always learning. We love what we do and carry out our responsibilities with pride.

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.
- Manage 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 Portfolio Analyst/ Manager is responsible for an allocated portion of the Bank's balance sheet. These responsibilities include active and portfolio management in fixed income and foreign exchange markets when managing the foreign reserves portfolios and trading NZ domestic fixed income market to ensure sufficient liquidity in the payments system.

Within the scope of their duties, the 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.

In the event that the Auckland Office is solely providing mission-critical services due to a major disruption in Wellington, the Portfolio Analyst/ Manager will be required to work extended hours with additional duties and responsibilities in order to meet operational 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.

- Participate in 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 our liquidity objectives are met.
- Participate in trading activities, including managing the Bank's core fixed income portfolios, with an objective to outperform benchmarks, developing investment skills in fixed income markets to achieve this target.
- Contribute to the maintenance and development of the Bank's foreign exchange and domestic markets intervention capacity.
- Regular reporting, both verbally and in writing, on Market Operations activity and developments.
- Participate fully in departmental initiatives to spread and deepen knowledge and understanding of markets and their risks.
- 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

- At least three years of practical experience in financial markets, preferably in a trading or portfolio management role or related area.
- An understanding of interest rate and FX risk management.
- A relevant tertiary qualification and NZFMA accreditation.
- A good 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.
- An ability to work under pressure in order to meet non-negotiable deadlines.
- Strong PC skills, particularly in Microsoft Excel, VBA and Word. A working knowledge of Bloomberg, Thomson Reuters, NZClear and FINDUR is ideal.
- High levels of numeracy and accuracy.

Capabilities

Strategic

Strategic thinking:

We make informed decisions and take considered risks, which incorporate both short and long term factors and are aligned with our Bank Strategic Plan and values. We prioritise activities and make choices which are most likely to enable the delivery of shared goals. We scan the horizon for emerging opportunities and plan current activities with the future in mind.



Critical thinking:

We understand the goals and values of the Bank, set a clear direction and help colleagues to translate strategic priorities into the delivery of specific outcomes, which are informed by evidence and insight. We build confidence and commitment in the way that we listen to the views of others, act on our plans, learn from our setbacks and celebrate our successes.



Engaging

Collaborative:

We build effective working relationships with a wide range of internal and external stakeholders to shape the future through creative collaborations and teamwork. We demonstrate the impact of our contribution through regional, national and international partnerships and we work together with our diverse range of colleagues, students and partners to understand their needs and deliver excellent outcomes.



Communicating with Impact:

We build trust and gain buy-in to shared goals through our professionalism, integrity and effective communication skills. We influence and engage others across and beyond the Bank through active two-way dialogue and by promoting a clear and targeted message which positively reflects on our Brand and reputation.



Constructive

Delivering Results:

We take responsibility for delivering change efficiently and making things happen. Barriers and challenges are resolved promptly and success is celebrated. We are committed to ensuring that positive change is sustained and embedded to drive future success. We take a proactive approach to developing solutions and processes which are accessible, inclusive and user friendly.



Developing Others:

We equip colleagues to perform to the best of their ability and realise their potential through ongoing feedback, coaching and development. We value and recognise the benefits of working with a diverse range of talented colleagues and actively seek to build inclusive teams in which all team members can thrive.



Self-Awareness

Resilience & Adaptability:

We are able to adapt to changing priorities and seek to create a positive and healthy working environment in the way that we engage with and support others.



Self-Awareness:

We understand our individual leadership style and adapt our approach in response to the situation and the needs of others. We regularly seek feedback to increase our levels of self-awareness and are committed to undertaking development to improve our personal effectiveness.



Innovation & creativity:

We actively seek and use feedback to drive continuous improvement. We challenge ourselves and others to be the best we can and share best practice from across our Bank and beyond. We create an environment where new ideas and creative problem solving are encouraged and acted on.



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.