

BANK OF PAPUA NEW GUINEA (BPNG)

POSITION DESCRIPTION

PRINCIPAL SENIOR ANALYST (RESEARCH AND POLICY DEVELOPMENT)

FINANCIAL SYSTEM POLICY UNIT (FSPU)

FINANCIAL SYSTEM DEVELOPMENT DEPARTMENT (FSDD)

This Position Description outlines the role, skills, relationships, authorities and accountabilities. The position's competencies and the Bank's values are included. These form the basis for Job Evaluation, Performance Appraisal (setting key result areas and targets) and Recruitment.

1. Department Purpose Statement

The Financial System Development Department (FSDD) has **primary** responsibility as directed by the *Assistant Governor, Financial System Stability Group* for the development, maintenance and refinement of regulation and policies and procedures to enable the Bank to effectively undertake the supervision of, and ensure the sound prudential management of, the banking, financial services, saving and loans, superannuation and life insurance sectors of the financial services industry.

FSDD is responsible for:

- The licensing of financial institutions;
- The development, maintenance and refinement of regulation including all relevant Acts and prudential standards;
- The Bank's internal supervision policies and procedures;
- Developing and providing training and education to the Authorised Deposit-taking Institutions (ADI), superannuation and life insurance (SLI) sectors of the financial services industry on the relevant Acts and prudential standards and to changes with the relevant Acts and prudential standards;
- Reporting to the Governors on compliance with the Acts and the prudential standards, the deficiencies detected and the rectification actions which have been taken and the new and emerging risks within the ADI and SLI sectors;
- Industry liaison including, training and development with respect to the relevant Acts and prudential standards and sound prudential management;
- Develop and maintain working relationships with appropriate international organisations;
- Develop and maintain policy and programs for financial inclusions and financial services development for the Bank;
- Manages the work of the *Financial Stability Committee*.

FSDD is also responsible for analysis, policies and projects to facilitate financial system development and financial inclusion advocacy with the objective of increasing access to a wide range of financial services at affordable costs to unbanked and/or underserved segments of population through activities that will be defined and directed by the *Assistant Governor, Financial System Stability Group* in consultation with the Department and other appropriate parties.

FSDD also appropriately contributes to coordinating and overseeing the effective and efficient delivery of other *BPNG* functions and to the overall achievement of *BPNG's* strategic objectives, as directed by the *Assistant Governor, Financial System Stability Group*.

2. Unit Purpose Statement

The Financial System Policy Unit (FSPU) has **primary** responsibility as directed by the *FSDD Manager* for the development, maintenance and refinement of regulation and policies and procedures to enable the Bank to effectively undertake the supervision of, and ensure the sound prudential management of, the banking, financial services, saving and loans, superannuation and life insurance sectors of the financial services industry.

FSPU is responsible for:

- The development, maintenance and refinement of regulation including all relevant Acts and prudential standards;
- The Bank's internal supervision policies and procedures;
- Developing and providing training and education to the ADI, SLI sectors of the financial services industry on the relevant Acts and prudential standards and to changes with the relevant Acts and prudential standards;
- Reporting to the FSDD Manager on compliance with the Acts and the prudential standards, the deficiencies detected and the rectification actions which have been taken and the new and emerging risks within the ADI and SLI sectors;
- Industry liaison including, training and development with respect to the relevant Acts and prudential standards and sound prudential management; and
- Develop and maintain working relationships with appropriate international organisations.

3. Research and Policy Development Purpose Statement

The Research and Policy Development Team is responsible for:

- Developing, reviewing, testing and refine internal policies and procedures within the Bank for inclusion in the risk assessment undertaken by front-line supervision; and
- Ensuring that all of the relevant Acts and prudential standards are maintained and reviewed to enable the Bank to prudentially supervise, assess and ensure compliance with the relevant Acts and prudential standards.

4. Role of the Principal Senior Analyst (Research and Policy Development)

The primary role of Principal Senior Analyst (Research and Policy Development) is:

- To be a principal source on at least one area of technical knowledge within the Bank; and
- To effectively and efficiently deliver the above functional responsibilities and be accountable to the FSPU Manager for the responsibilities detailed at item 9 below.

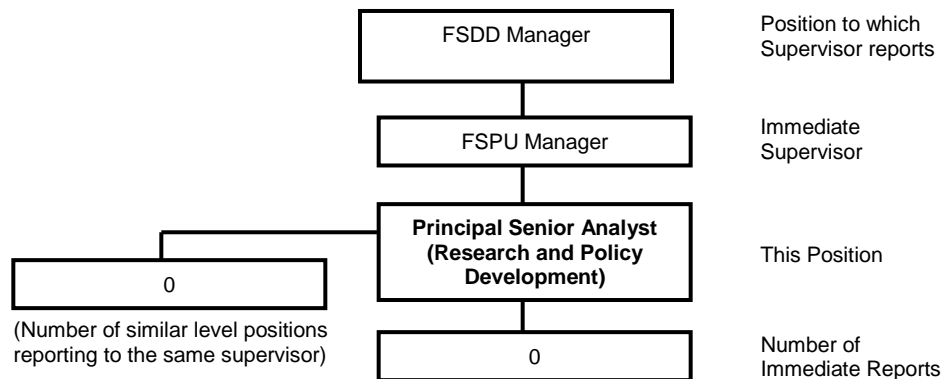
5. Qualification/Experience/Skills

The Principal Senior Analyst will have:

- **Education:** Master's Degree or Bachelor's Degree in Banking/Finance, Accounting, Business, or related fields;
- **Experience:** Six plus years' experience in the finance/banking/superannuation or life insurance industry at a senior level;
- **Professional/Technical Skills/Attributes:**
 - i. A detailed expert knowledge in a key area of risk in either the banking, finance and savings and loans, superannuation or life insurance industries;

- ii. Detailed expert knowledge of at least one of the relevant Acts and prudential standards and a working knowledge of other related legislation, demonstrated management, communication, leadership, experience and skills;
- iii. The ability to effectively apply the detailed expert knowledge into the risk management practices of the Bank;
- iv. The ability to effectively build the capacity of other staff within the Bank in the area of detailed expert knowledge; and
- v. The ability to assist, as required, the front-line supervision units of the Bank in the area of detailed expert knowledge.

6. Reporting Relationships



Refer also to the full Organisation Chart

7. Working Relationships

The Principal Senior Analyst (Research and Policy Development) will:

- Be accountable to the FSPU Manager;
- Liaise and work closely with the FSPU Manager, the Department Managers, Unit Managers and staff at SLISD and BSD; and
- Develop and maintain working relationships with appropriate external parties including international organisations.

8. Authorities and Delegations

8.1 Financial: (authority limits, budgets ...)

- No financial authority
- Seek approval of FSPU Manager for all administrative matters

8.2 Staffing: (Authority to recruit, review performance ...)

- No staffing responsibility

8.3 Policies and Procedures: (Authority to vary policy, recommend change ...)

- Formulate, develop and continuously review and refine policies and procedures for:
 - dealing with licence applications;
 - dealing with breaches of fitness and propriety requirements; and
 - dealing with breaches of compliance of the relevant Acts and prudential standards.
- Regularly reviewing all of the relevant Acts and Prudential Standards;
- The Bank to effectively undertake the supervision of, and ensure the sound prudential management of ADI and SLI sectors of the financial services industry;

- Develop review test and refine policies and procedures for obtaining data from license holders in the finance industry and in the general finance sector;
- Develop review test and refine policies and procedures for analysing and reporting trends and issues on the data provided by licence holders to BSD or SLISD for inclusion in the risk assessment undertaken by front-line supervision;
- Develop review test and refine policies and procedures for analysing and reporting trends and issues arising from the analysis of the finance industry data to enable the Bank to monitor developments in the finance sector both here and overseas to detect new and emerging risks;

9. Accountabilities

9.1 Policies and procedures

Key Activities:

- Review the adequacy of the Banks front-line supervision policies and procedures;
- Ensure that the front-line supervision policies and procedures are harmonised in both structure and regulatory approach as far as is practicable;
- Monitor developments in the approach taken by other regulators for best or better front-line supervision practices and, in consultation with BSD and SLISD, review, test and refine the internal supervision policies and procedures to take account of the best or better practices;
- Ensure that any suggestions for improvement with the Banks internal supervision policies and procedures detected by BSD and SLISD as a result of their front-line supervision role are considered and that appropriate action is taken to amend the internal policies and procedures and that there is adequate feedback to both BSD and SLISD on the outcomes; and
- Developing and providing appropriate training to BSD and SLISD staff on changes to the Bank's front-line supervision policies and procedures.

9.2 Research and develop knowledge base in new best practise and developments in global financial sector to aid alignment of local financial sector to current best practises.

Key Activities:

- Ensure that the relevant Acts and prudential standards are maintained and reviewed to enable the Bank to prudentially supervise, assess and ensure compliance with the relevant Acts and prudential standards, and promotes and ensures the sound prudential management of the banking, finance company, savings and loans, superannuation and life insurance sectors of the financial services industry.
- Ensure that there are adequate internal policies and procedures which enables the Bank to prudentially supervise, assess and ensure compliance with the relevant Acts and prudential standards, and promotes and ensures the sound prudential management of the banking, finance company, savings and loans, superannuation and life insurance sectors of the financial services industry.
- Establish and maintain an effective research programme targeted at achieving the Bank's objectives including:
 - Basel II and III and new best practises and developments in global financial sector and both the regulatory and supervision levels;
 - new and emerging risks in the finance industry;
 - new financial innovation / products and technology; and
 - policy issues relating to banking, finance, saving and loans, superannuation and life insurance.
- Ensure that appropriate research and analysis is undertaken to support the Bank's finance sector regulatory and supervision functions.

9.3 Contribute to the Bank's long-term and short-term plans

Key Activities:

- Contribute to the development of the FSPU's strategies and objectives and help monitor their achievement;
- Contribute to the development of the FSDD's strategies and objectives and help monitor their achievement;
- Contribute to the development of the Bank's long range strategies and objectives and help monitor their achievement;
- Participate in collective advice and decision making on the Bank's operational plans and resource allocations; and
- Ensure compliance with all legal, statutory and organisational policy requirements.

9.4 Ensure the development of the FSPU capability

Key Activities:

- Ensure that all new staff are provided with appropriate induction training including the vision, mission and strategies of the Bank;
- Ensure that all staff are provided with appropriate supervision training;
- Ensure the same performance management system processes are carried out for all department staff; and
- Identify and implement in consultation with HRD staff training and development plans that can be met within Budget.

9.5 Ensure the development of the Bank's capability

Key Activities:

- Provide expert technical training and support to the Bank staff as directed.

9.6 Assist the FPSU Manager in Budget Development

Key Activities:

- Assist in the preparation, negotiation, monitoring and reporting on operational work plans and budgets for the FSPU in the overall FSDD budget; and
- Ensure that there are adequate policies and procedures maintained within the FSPU to enable all staff to be able to undertake their duties in an informed, competent and consistent manner.

9.7 Support the Bank's Corporate Values: Efficiency; Professionalism; Accountability; Teamwork; Transparency; Integrity.

Key Activity:

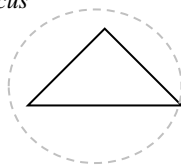
- Demonstrates behaviours consistent with the Bank's values.

10. Requisite Competencies of the Role

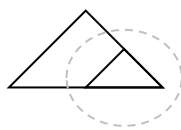
Core Competencies Matrix

Deputy Governor / Assistant Governor	Department / Unit Manager	Bank officer
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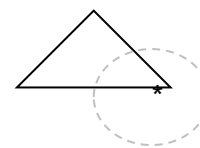
Primary focus



Whole organisation

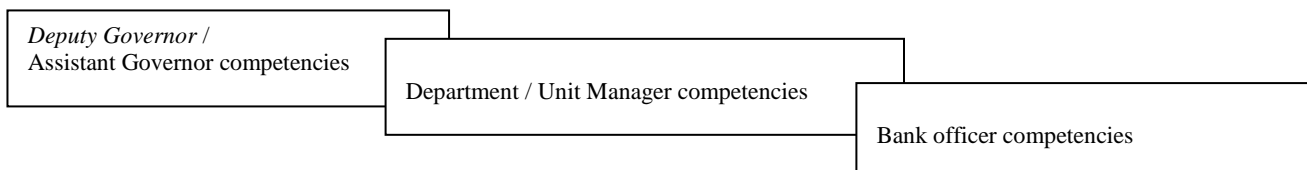


The team or workgroup



Individual role

Overlap



Core Competencies

Deputy Governor / Assistant Governor	Department / Unit Manager	Bank officer
Planning		
<input type="checkbox"/> Participates in the development of the <i>organisation's</i> strategic planning. <input type="checkbox"/> Develops 8 quarter Department plan and budget. <input type="checkbox"/> Benchmarks the Bank against best practice for the industry. <input type="checkbox"/> Establishes a plan to develop and maintain a broad awareness of industry and market place trends.	<input type="checkbox"/> Develops and reviews the <i>work group's</i> operational and project plans. <input checked="" type="checkbox"/> Establishes plans to develop core competencies within the work group. <input checked="" type="checkbox"/> Plans and schedules staff work.	<input type="checkbox"/> Develops <i>individual</i> task plans in support of work group and project plans. <input type="checkbox"/> Develops individual development plan to support core values, core competencies and the organisation's policy. <input type="checkbox"/> Develops plan to up-date and maintain specialist competencies.
Organizing		
<input type="checkbox"/> Aligns the organisation with its strategic positioning through its: <ul style="list-style-type: none"> - structure - systems & processes - values - leadership focus - strategic projects 	<input checked="" type="checkbox"/> Aligns the work group with the organisation's strategic positioning through its: <ul style="list-style-type: none"> - work flow design - position descriptions - team & individual behaviours (in support of corporate values) - work priorities of the group - the application of project management practices 	<input type="checkbox"/> Aligns individual contribution with the work group's commitments through his/her: <ul style="list-style-type: none"> - task priorities - personal behaviours - support of team members - the application of basic project management practices
Decision-making		
<input type="checkbox"/> Determines and confirms delegations and authority levels. <input type="checkbox"/> Makes organisation-wide decisions on policy and procedure.	<input checked="" type="checkbox"/> Acts within delegations. <input checked="" type="checkbox"/> Seeks consensus yet leads where necessary. <input checked="" type="checkbox"/> Interprets policy for staff in work group.	<input type="checkbox"/> Follows directions. <input type="checkbox"/> Works co-operatively. <input type="checkbox"/> Complies with the organisation's policies and procedures.

<input type="checkbox"/> Takes accountability for strategic decisions. <input type="checkbox"/> Timely and considered processing of requests and tasks to the overall benefit of BPNG.	<input checked="" type="checkbox"/> Takes accountability for work group decisions. <input checked="" type="checkbox"/> Timely processing of requests and tasks to the benefit of the department/unit.	<input type="checkbox"/> Takes accountability for individual task decisions. <input type="checkbox"/> Timely processing of requests and tasks.
Leadership		
<input type="checkbox"/> Creates a cultural environment that fosters growth, development & innovation. <input type="checkbox"/> Fosters organisation-wide co-operation and relationship effectiveness. <input type="checkbox"/> Sets an example to the whole organisation. <input type="checkbox"/> Takes accountability for the organisation's impact and behaviours. <input type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position.	<input checked="" type="checkbox"/> Creates a work group environment that fosters growth, development & innovation. <input checked="" type="checkbox"/> Facilitates co-operation and relationship effectiveness with the work group. <input checked="" type="checkbox"/> Sets an example to the work group. <input checked="" type="checkbox"/> Takes accountability for the work group's impact and behaviour. <input checked="" type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position.	<input type="checkbox"/> Demonstrates initiative in supporting growth, development & innovation within the work group. <input type="checkbox"/> Contributes to team effectiveness. <input type="checkbox"/> Sets an example to work colleagues. <input type="checkbox"/> Takes accountability for individual impact on self and others of personal behaviour. <input type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position.
Performance Management		
<input type="checkbox"/> Promotes and facilitates 'team effectiveness' within and between work groups within the organisation. <input type="checkbox"/> Provides clear expectations and structure for effective operations management and project management within the organisation. <input type="checkbox"/> Fosters and mentors people with leadership potential. <input type="checkbox"/> Monitors and measures key operational systems and strategic projects to improve own and organisational performance. <input type="checkbox"/> Establishes and maintains controls for the organisation's resources. <input type="checkbox"/> Participates in the organisation's mandated performance management processes.	<input checked="" type="checkbox"/> Facilitates team effectiveness within the work group. <input checked="" type="checkbox"/> Provides clear expectations and structure for teamwork and individual work. <input checked="" type="checkbox"/> Establishes and maintains controls for work group's resources. <input checked="" type="checkbox"/> Monitors and measures team processes and projects to improve own and team performance. <input checked="" type="checkbox"/> Participates in the organisation's mandated performance management processes.	<input type="checkbox"/> Contributes to team effectiveness. <input type="checkbox"/> Seeks clarity of expectation and structure for making an effective individual contribution. <input type="checkbox"/> Participates in the organisation's mandate performance management processes.
Relationship management		
<input type="checkbox"/> Establishes and maintains effective relationships with key stakeholders <i>external</i> to the organisation (e.g. government, customers, suppliers, peers in other relevant organisations). <input type="checkbox"/> Establishes and maintains effective relationships with key <i>internal</i> stakeholders (e.g. peers, employee groups).	<input checked="" type="checkbox"/> Establishes and maintains effective relationships with the work group's internal and external customers and suppliers. <input checked="" type="checkbox"/> Establishes and maintains effective working relationships with peers and people in other work groups.	<input type="checkbox"/> Establishes and maintains effective relationships with peers, customers and suppliers who are necessary for the position's effective functioning. <input type="checkbox"/> Is sensitive to and responsive to the needs of the position's internal customers, suppliers and internal colleagues (impacting on or impacted

<input type="checkbox"/> Is sensitive to and responsive to the current and possible future needs of internal and external stakeholders.	<input checked="" type="checkbox"/> Is sensitive to and responsive to the current and possible future needs of internal and external customers and suppliers.	by the position's effective functioning).
Customer focus		
<input type="checkbox"/> Establishes and maintains protocols and programs that ensure the organisation's systems and services internally and externally are customer focussed. <input type="checkbox"/> Monitors, measures, and continually improves the organisation's customer focus. <input type="checkbox"/> Seeks regular feedback from key customers of the organisation about their perceptions.	<input checked="" type="checkbox"/> Establishes and maintains work group process and behaviours that ensure the services of the group are customer focussed. <input checked="" type="checkbox"/> Monitors, measures, and continually improves the work group's customer focus. <input checked="" type="checkbox"/> Seeks regular feedback from key customers of the work group about their perceptions.	<input type="checkbox"/> Establishes and maintains a customer focussed orientation in the performance of day-to-day work. <input type="checkbox"/> Monitors, measures, and continually improves the own customer focus. <input type="checkbox"/> Seeks regular feedback from customers of the position about their perceptions.
Technical Proficiency		
<input type="checkbox"/> Broad understanding of specialist and task skills to enable effective long-term management and strategic deployment of Bank officers across functions and within cross-discipline work teams.	<input checked="" type="checkbox"/> Broad understanding of specialist and task skills to enable effective day-to-day management of bank officers.	<input type="checkbox"/> Focussed specialist and task skills to enable proficient delivery of the technical work required by the position.