

## Senior Research Officer (Treasury), Tokyo, August 2021

<b>Agency</b>	Treasury
<b>Position number</b>	TK003
<b>Title</b>	Senior Research Officer (Economic)
<b>Classification</b>	LE6
<b>Section</b>	Treasury
<b>Reports to (title)</b>	Minister-Counsellor (Economic)

### About Treasury

The Australian Treasury is the government department which advises the Australian government on a range of issues including fiscal and budget policy, social and labour market policy, domestic and international economic conditions, financial markets and corporate governance, competition and consumer policy, tax policy and analysis, and foreign investment screening.

### About the Position

The position provides research and administrative support to the Minister-Counsellor (Economic), who is the Senior Representative of the Australian Treasury for Japan and Korea. It provides research and analysis on Japan's economy and policy settings with a clear focus on issues that could impact Australia's economy or are relevant to policy developments in Australia. It also supports the Minister-Counsellor to maintain and develop contacts in the Japanese Government, academia, research institutes and the private sector, while also handling some administrative functions.

### The key responsibilities of the position include:

- Monitor, analyse and provide high level advice on economic and policy developments in Japan that are of interest to the Treasury.
- Prepare a range of high-quality written materials including briefing and reporting.
- Monitor and analyse media reports, data releases, publications, and other sources.
- Anticipate emerging issues and contribute to the development of priorities for the work area.
- Represent the Embassy/Treasury at official meetings with the Ministry of Finance, Bank of Japan, Financial Services Agency and other relevant agencies, and share meeting outcomes with colleagues.
- Develop, maintain and strengthen relationships across a broad range of stakeholders including in the Japanese political, bureaucratic, academic and private sector circles, and manage their contact details.
- Develop and manage the programs and briefings for senior delegations and co-ordinate and organise meetings and logistics.

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- Manage and maintain office systems and strengthen existing knowledge management practices.
- Manage and monitor expenditure for the office and coordinate other financial administration and reporting.
- Provide interpreting and translation services and perform other duties and back-up as required

### **Qualifications/Experience**

- Well-developed research and analytical skills and ability to identify where the required information is.
- Appropriate tertiary qualifications and work experience, ideally in economics or finance.
- A high level of proficiency in both Japanese and English.
- Understanding of the Japanese economy, bureaucracy and business practices.
- Strong interpersonal skills, including the ability to liaise with government representatives, and develop and maintain a wide range of relevant contacts.
- A wide range of contacts or ability to develop contacts with the Japanese government, academia, research institutes and the private sector.
- Strong ability to think strategically, locate, synthesise, analyse and communicate complex information and make decisions using sound judgement, expertise and knowledge.
- Ability to work as a member of a team, and good interpersonal communication and liaison skills.
- Initiative and judgment in the interpretation of economic and other information.