

Economic Researcher – The Treasury – Beijing, August 2021



AUSTRALIAN EMBASSY CHINA

Economic Researcher (LE6)

Agency	The Treasury
Location	Australian Embassy, Beijing
Title	Economic Researcher
Position number	BJ12-002
Classification	LE6.1
Section	The Treasury
Reports to	Minister-Counsellor (Treasury)
Gross Annual Salary	RMB 359,924 (plus loading)
Commencement Date	ASAP

About the Australian Embassy, Beijing

The Australian Embassy in Beijing is part of the Department of Foreign Affairs and Trade (DFAT). The role of DFAT is to advance the interests of Australia and Australians internationally, including to grow and diversify trade and investment, to enhance an understanding of China in Australia, to contribute to regional and global integration, to build links between Australia and China and to help Australians in China.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

The Australian Government is also represented by Consulates-General in Shanghai, Guangzhou, Chengdu, Shenyang and Hong Kong, and has Austrade offices in Wuhan and Shenzhen.

About the Australian Treasury

The Treasury is the Australian Government's pre-eminent economic adviser. Treasury's purpose is to support and implement informed decisions on policies for the good of the Australian people, consistent with achieving strong, sustainable economic growth and fiscal settings.

As the Australian Treasury's office in Beijing, our responsibilities include monitoring and analysing developments in the Chinese economy and effectively communicating them to colleagues in Australia.

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To monitor economic and financial market conditions in China, we engage with banks, industry, market analysts and academics as well as key Chinese government agencies and regulators where practical. We also work closely with other government agencies represented in the Australian Embassy (such as the Reserve Bank of Australia and the Department of Foreign Affairs and Trade).

The Treasury's Beijing office comprises two staff posted from Australia and three locally engaged staff.

About the position

The Economic Researcher is a key part of the Treasury team. They help us identify, interpret and communicate emerging issues in the Chinese economy. The Economic Researcher also helps us to foster and maintain relationships with relevant local contacts.

To do this effectively, the Economic Researcher should have detailed knowledge of the Chinese economy and financial markets. They will have relevant experience to draw on, but will also be able to develop a basic understanding of unfamiliar or complex parts of the economy in relatively short periods of time.

A key part of the role is maintaining this knowledge under limited supervision by building a network of contacts, monitoring the economic and financial news and by analysing data and reports released by the National Bureau of Statistics and other institutions.

The Economic Researcher would normally be expected to undertake a small number of trips each year within China.

The Minister-Counsellor (Treasury) is responsible for managing the Australian Treasury's office in Beijing. On a day-to-day basis, the Economic Researcher will work closely with the Counsellor (Treasury).

Key Responsibilities

The key responsibilities of the Economic Researcher include (but are not limited to):

- identifying and interpreting developments in the Chinese economy and financial markets and communicating findings to a broad, non-technical audience via regular reports. This will include short policy briefs with quick turnarounds as well as longer term, in-depth research.
- initiating, developing and maintaining a network of contacts in Chinese financial institutions, industry and academia.
- working in a collegiate and collaborative manner to support local and Australian colleagues to further their understanding of macroeconomic conditions and relevant policy developments.

Qualifications/Experience

The role requires the Economic Researcher to have:

- a demonstrated understanding and experience in economics, financial markets and public policy. This includes a high level understanding of China's political and

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economic environment and a capacity to analyse China through an economic framework;

- Tertiary qualifications are essential, with economics/finance/public policy desirable.
- Proficiency with databases is essential. Experience with statistical analysis is desirable.
- fluency in written and spoken English and Mandarin;
- a current network of contacts with knowledge of China's economy and financial markets;
- a proven ability to engage with familiar and unfamiliar topics in the Chinese economy, develop a high-level understanding, identify key issues and succinctly communicate any findings;
- strong written and spoken communication skills to clearly and persuasively engage with colleagues and contacts and to concisely detail emerging issues in the Chinese economy;
- a demonstrated ability to initiate and foster productive working relationships with a diverse range of internal and external stakeholders;
- the ability to adapt to changing circumstances, including a willingness to propose ways forward when required; and
- the capacity to work independently and as part of a team, manage their own work program, balance competing priorities and deliver high quality written work relatively quickly.

For more information or for a confidential discussion about the role, please contact the Counsellor (Treasury), Chris Perks at christopher.perks@treasury.gov.au .

Additional information

Applicants must be able to reside and work in China. The successful applicant is required to complete relevant pre-employment procedures before commencement.

How to Apply

Submit an application via email to beijing.hrrecruitment@dfat.gov.au by **5:00pm, Thursday 9 September 2021**. Applications received after the closing date and time may not be considered. The subject line of your email should include the Position Number and Position Title you are applying for.

Your application, written in English, must include:

- Completed 'Application for Locally Engaged Staff Employment'. See **Attachment A**.
- Curriculum Vitae (maximum 2 pages)
- Your application pitch (maximum 750 words). See **Attachment B** and tips on writing a pitch below.

Applications must be in either Microsoft Word or PDF format, with a maximum email size of 3MB.

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For inquiries regarding this position, please contact the Human Resources section at beijing.hrrecruitment@dfat.gov.au.

Please note that due to the large volume of applications received, we are unable to respond to each applicant. We endeavor to respond to applicants of interest within a period of four weeks from the application closing date. If you are not requested to attend an interview, please consider your application unsuccessful.

Writing an Application Pitch

Your application pitch is a chance to tell us why you are the right person for the job. We want to know why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role.

Your pitch is a marketing document, promoting how you are a strong candidate for the opportunity on offer. This means you should:

- Research the opportunity: read the position description, key responsibilities, and required qualifications and experience carefully; and research the department and its role.
- Know what you have to offer that is relevant: identify your relevant skills, knowledge, experience, qualities; map your relationships with colleagues, clients, and stakeholders to identify what experience is relevant; select examples that demonstrate relevant experience using your skills and knowledge, ones that are of a level of complexity to match the position you are pitching for.
- Make a persuasive case that what you have to offer will enable you to contribute, add value and deliver results.

You do not need to use a different example to demonstrate each of the skills required in the position overview. For example, if the position description states we are looking for a confident communicator, the ability to problem solve and work as part of a team, you could use one example that demonstrates all of these skills. You could then use another example that demonstrates the other skills required.

Try not to duplicate information that can already be found in your curriculum vitae but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Try the three-part format as a way to organize your material:

1. General statement about the criterion
2. Specific example/s to support the criterion
3. Link to job on offer

Consider using the **STAR** method when detailing your examples. The STAR method enables the selection committee to determine the context of the situation, what the task was and what actions you took to achieve a result.

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Situation: Describe the situation that you were in or the task that you needed to complete. This should be a description of a specific event or situation, not a generalized description of what you have done in the past and should give enough detail for the panel to understand the context. This situation can be from a previous job, volunteer experience, university or any relevant event where you can demonstrate your skills against the position overview

Task: What was your role? What were you responsible for?

Actions: Describe the actions you took to address the situation. Include an appropriate amount of detail and keep the focus on YOU. What specific steps did you take and what contribution did you make? Be careful that you don't describe what the team or group did when talking about a project. For example, the team may have achieved a good result however what part did you play, what specific things did you do to contribute to the end result?

Results: Describe the outcome of your actions. What happened? How was the issue resolved or how did the event end? What did you accomplish? What did you learn and what would you do differently next time? How did the end result impact on the objective of the organization or team?

APPLICATION FOR LOCALLY ENGAGED STAFF EMPLOYMENT

POSITION APPLYING FOR

Position number: _____ Title: _____ LE level: _____
 Date available to commence work: _____ How did you hear about the vacancy? _____

PERSONAL INFORMATION

Title: _____ Surname: _____ Given Name: _____
 Contact phone number: _____ Email address: _____
 Address: _____
 City: _____ Province / State: _____ Country: _____ ZIP / Postal code: _____
 Are you eligible to work in China? Yes No
Note: To be eligible to work in China you should be a citizen, hold or be able to obtain an appropriate working visa.
 Citizenship(s): _____
 If you are a non-Chinese citizen, please provide details on your ability to obtain/maintain an appropriate working visa: _____

PREVIOUS AUSTRALIAN GOVERNMENT EMPLOYMENT

Have you ever been employed by the Australian Government, either in Australia or overseas. Yes No
 If yes, please provide the details, including whether you received a redundancy or other payment benefit: _____

REFERENCES

Please provide the names and email addresses of two work-related referees whom we can contact. Both referees should be able to comment on your work performance and been your supervisor or manager, not your peer or co-worker. One should be your current supervisor or manager.

REFEREE 1

Title: _____ Surname: _____ Given Name: _____
 Organisation: _____ Position title: _____
 Relationship to you and length of relationship: _____
 Contact phone number: _____ Email address: _____

REFEREE 2

Title: _____ Surname: _____ Given Name: _____
 Organisation: _____ Position title: _____
 Relationship to you and length of relationship: _____
 Contact phone number: _____ Email address: _____

APPLICANT'S STATEMENT

The above information, to the best of my knowledge, is true and correct. I consent to the mission collecting and using information, and to relevant employers / supervisors disclosing information, in relation to my work performance and conduct for the purpose of assessing my suitability to carry out the duties of the position I have applied for, and suitability for employment. I understand that misstatements or omissions in my disclosures may result in a failure to hire or immediate discharge if they are discovered.

Accept _____ Name: _____ Date: _____

APPLICATION PITCH

Your application pitch should be compelling and convincing. It is a chance to tell us why you are the right person for the job. We want to know why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role.

Tips for writing your pitch:

- Say what you did (actions) and the result (outcomes)
- Use practical and substantiated outcomes
- Show your resilience and adaptability
- Highlight your strengths
- Make it appealing and interesting, e.g. demonstrate how you 'solved a difficult issue'
- Use the word limit wisely
- Don't repeat what's already in your CV

Word limit: 750