



Position Description

Title: Officer, Trading Operations & Markets Reports to: Team Leader / Manager, Trading Operations & Markets Location: Sydney	
Organisation Structure Division: Operations Business Unit: Trading Operations & Markets Team: Trading Operations	Dimensions (E.g. Budget, number of Direct / Indirect reports) n/a
<u>Role Purpose</u> <p>The role of an Officer, Trading Operations is primarily to assist in the maintenance of an informed and orderly market by carrying out key operational duties. These duties cover the trading operations and market management across all ASX and SFE markets. This is achieved by preparing and maintaining both the ASX and SFE Trading Platforms and the enforcement of Market / Operating Rules, Procedures and Policies. This will encompass the following range of duties:</p> <ul style="list-style-type: none"> • Inputting and maintaining data across all Trading related systems. • Monitoring Market Participant compliance with the ASX Market Rules/SFE Operating Rules and Procedures by operating various market supervision applications. • Enforcing Operational Policies and Market / Operating Rules • Providing application assistance and answer trading related enquires from all users of the Trading Platform. • Monitoring system functions and applying manual overrides where automatic processes have failed. • Providing front-line monitoring of "unusual" trading activity for the purpose of identifying possible breaches of ASX Market Rules and Procedures or Corporations Law and compiling necessary information to facilitate further investigation by Compliance, Surveillance and I&E. • Providing training and testing facilities for Trading Representatives. Includes the delivery and update of necessary training and testing documentation. • Providing assistance to the User Acceptance team. • To perform other duties as assigned by the Manager, SFE or ASX Trading & Market Operations or Team Leader, Trading & Market Operations 	
<u>Shift Pattern:</u> <p>Shift patterns will be based upon a rotational 37.5 hour working week, as follows:</p> <p>SFE Trading Operations: rotating shift work is involved to fit within the market's 24-hour operation. Shift hours and flexibility are required to provision the operation but will generally include the following:</p>	

<p>Morning shift: 07:00 – 15:00</p> <p>Day shift: 08:15 – 17:15</p> <p>Late morning 1: 10:00 – 18:00</p> <p>Late morning 2: 10:30 – 18:30</p> <p>Afternoon shift: 15:00 – 23:00</p> <p>Night shift: 23:00 – 07:00</p> <p>Monday morning: 05:00 – 13:00</p> <p>ASX Trading Operations: rotating shift work is involved to provide adequate market coverage throughout the day. Shift hours are:</p> <p>Early Shift 7:45am to 4:15pm – Lunch 12:00pm to 1:00pm</p> <p>Middle Shift 8:45am to 5:15pm – Lunch 1:00pm to 2:00pm</p> <p>Late Shift 9:45am to 6:15pm – Lunch 2:00pm to 3:00pm</p>	
<p><u>Key Accountabilities</u></p> <ul style="list-style-type: none"> • Market Operations - Provide application assistance and answer trading related enquires from all users of the relevant Trading Platform. Includes liaising with Participants on a range of compliance and procedural matters. • System Maintenance - Input and maintain data in the Trading Platforms relating to both Trading parameter settings, User access control, and Clearing. Monitoring the system to ensure accuracy of information. • Market Supervision - Monitoring of Market Participants compliance with the ASX Market Rules / SFE Operating Rules, Procedures and Operational Policies by operating various market supervision applications. Recording and escalation to relevant departments of all breaches and unusual trading activities, and ensuring management is aware of all specific incidents. • Training and Testing - Provide training and testing facilities for Trading Representatives. Includes delivery and the updating of necessary documentation. • Reporting - Produce and check accuracy of trading reports supplied to both external and internal parties. • Internal Support - Providing assistance to relevant departments when required. 	<p><u>Percentages</u></p> <p>25%</p> <p>20%</p> <p>20%</p> <p>15%</p> <p>15%</p> <p>5%</p>

Experience / Knowledge	
<p>Essential</p> <ul style="list-style-type: none"> • An understanding of the Australian Equity and Derivatives Markets encompassing products traded and the ASX Market Rules/SFE Operating Rules and Procedures • A good knowledge of financial markets and products traded. 	<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of trading platforms from both an internal and external user's perspective. • Exposure to Financial Markets and a broking or market operations environment within the dealing/operating areas is preferred. • Minimum HSC but suitable Tertiary Education or Market Equivalent preferred. • Trading License highly regarded.
Key Competencies	
<p><u>Concern for Quality:</u></p> <ul style="list-style-type: none"> • Ensures existing standards are maintained, check key details and work methodically to minimise errors. <p><u>Customer Service:</u></p> <ul style="list-style-type: none"> • Deals effectively with the day-to-day needs of customers by responding promptly and efficiently. • Ensures customer service objectives are met by listening and acting on feedback. <p><u>Problem Solving:</u></p> <ul style="list-style-type: none"> • Takes straightforward decisions on routine matters, checks for backup or confirmation when acting outside usual decision making authority. <p><u>Effective Communication:</u></p> <ul style="list-style-type: none"> • Provides clear and concise information tailoring the method of presentation to suit the audience and checking to ensure their understanding. • Presents fluent and structured communication, interpreting and evaluating information to highlight important elements. <p><u>Team Work:</u></p> <ul style="list-style-type: none"> • Ensuring that the team communicates effectively to work as one to achieve common goals 	
Personal Attributes	
<ul style="list-style-type: none"> • High level of customer service and interpersonal skills. • Accuracy/Precision • Timeliness • Decisiveness • Adaptable and flexible - is comfortable with change and ambiguity • Demonstrates self insight and is receptive to feedback • Remains calm under pressure • Deadline driven • Is self-confident • Intellectually curious - demonstrates a commitment to on-going learning and development • Balances creativity and imagination with pragmatism • Values diversity of opinion 	