



Te Pūtea Matua | Reserve Bank of New Zealand

Position title	Currency Operator
Group	Money
Reports to	Manager Cash Operations
Reference Level	10

Te Pūtea Matua, the Reserve Bank of New Zealand (RBNZ), is New Zealand's central bank. Toitū Te Ohanga, Toitū Te Ōranga - We enable economic wellbeing and prosperity for all New Zealanders.

Our vision is Great Team, Best Central Bank, expressed as Matangirua Ki Matangireia – working as one towards our ultimate purpose. We operate with Tauira / Integrity, Wānanga / Innovation and Taura/ Inclusion.

Kaupapa rōpū | Group purpose

The Money Group is responsible for leading policy and operational activities relating to our role as steward of New Zealand's monetary system, including the money and cash system, protecting the purchasing power of our money through setting monetary policy, implementing monetary policy in financial markets, and operating the large value payment and settlement systems across our balance sheet.

Kaupapa mahi | Role purpose

The Currency Operator is responsible for all aspects of banknote repatriation processing. This involves counting (via machine and manually), machine processing and balancing / reconciliation, in order to achieve the best possible throughput. Honesty, integrity, attention to detail and the ability to understand and consistently follow strict security, health and safety requirements and operational procedures are critical in this position.

Ngā kawenga matua | Key responsibilities

- Operating with a one team mentality by collaborating with others to enable 'best for RBNZ' outcomes.
- Demonstrating our values and behaviours consistently to support our desired culture.
- Contributing as required to the delivery of Group and cross-functional strategies, activities, initiatives and programmes / projects.
- Supporting the integration of Te Tiriti, Te Ao Māori and diversity, equity and inclusion within our organisation.

- Taking proactive responsibility for your own health, safety, and wellbeing, and fostering a safe and healthy work environment by identifying, reporting, and managing risks and hazards.
- Developing and maintaining external relationships as required.
- Operating in line with RBNZ's policies and procedures.
- Following all operating, security, and Money and Cash protocols.
- Taking full responsibility for assigned tasks, including processing repatriated cash accurately and efficiently.
- Operating note processing machines safely within set tolerances, perform basic cleaning, and identify suspect notes and discrepancies.
- Amalgamating and reconcile processed work against system outputs, troubleshoot issues, and suggest solutions.
- Contributing to directorate KPIs such as output quality, counterfeit detection, and throughput efficiency.
- Safely performing manual lifting and operate electric forklifts, lifters, and pallet jacks.
- Supporting currency deliveries and assist with non-currency duties as needed.

Wheako whai take | Relevant experience

- Skilled in inventory systems and identifying operational issues.
- Proficient in PC use and MS Office applications.
- Experience with manual handling equipment (training provided).
- Strong team player, calm under pressure, and confident decision-maker.
- Excellent communication skills and proven numeracy for accurate reconciliations.
- High attention to detail and ability to learn currency-related procedures.
- Sound judgement and the ability to think holistically across a broad range of issues.
- Demonstrates knowledge and application of Te Tiriti o Waitangi.

Ā mātou whanonga | RBNZ behaviours

As important as what we deliver is how we deliver. We hold people front and centre to our mahi, our way of working is guided by our values which shape our behaviours. Our Individual Performance Framework details these expectations.