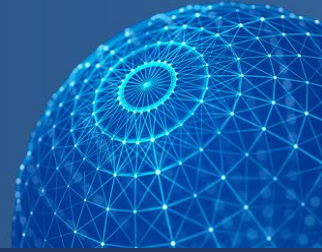




Updating ANZSCO

Reflecting a modern Australian labour market



ANZSCO [Preliminary] Proposed Changes

Version 2.0

Administrative services

ANZSCO Comprehensive Review

Australian Bureau of Statistics

17/06/2024



Updating ANZSCO

Reflecting a modern Australian labour market



Essential Notes

The Australian and New Zealand Statistical Classification of Occupations (ANZSCO) describes all occupations for the Australian and New Zealand labour market.

The ABS has undertaken a comprehensive review of the Australian and New Zealand Standard Classification of Occupations (ANZSCO) to reflect the contemporary labour market and better meet stakeholders' needs. Public consultation rounds were held across 2023, with each round targeting selected occupations grouped by focus area.

Statistics New Zealand (Stats NZ) have elected not to participate in the current review and therefore occupation changes have only been considered in respect of the Australian labour market.

Updates to document

This document has been updated based on stakeholder feedback and further research. Minor updates have been made to a handful of occupations. The format of the document has also been updated to improve usability based on feedback received. A preliminary proposed changes document has been created for each of the 43 focus areas. Focus areas were designed to group occupations for consultation purposes only and will not be present in the classification structure.

The preliminary proposed changes presented do not include the full scope of not elsewhere classified categories (nec). Exclusion statements are incomplete and do not reference specific occupation locations within the classification. Outstanding nec categories, exclusion statements and final tweaks to occupations are currently being finalised in preparation for the release of the draft proposed classification in July on the ABS website. The July release will provide users with an opportunity to provide feedback on the structure of the proposed changes, before finalising the update for release by December 2024. These preliminary proposed changes documents are for information only.

Task lists

ABS recognises the potential of Artificial Intelligence (AI) to enhance our operations and efficiency. To this end, we have employed AI to assist in the creation of initial task lists. However, human experts are responsible for the final content, and AI serves as a tool, not a decision-maker. We value stakeholder input and incorporate it into our editing process placing importance on stakeholder submissions and other relevant research contributions.

Learn more about ANZSCO and the review at [Updating ANZSCO | Australian Bureau of Statistics \(abs.gov.au\)](https://abs.gov.au)

Occupations in the Administrative services focus area include:

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About the focus area

The Administrative services focus area covers occupations which require specialised knowledge and skills to:

- organise and control the operations of call or contact centres, offices, professional practices, review customer services, and maintain sound customer relations
- provide advice on associated administrative compliance and performance requirements to ensure statutory and strategic governance
- provide support to managers, professionals, and organisations by organising, storing, manipulating, and retrieving information
- perform secretarial, clerical and other administrative tasks, monitor accounts, payroll, personnel records and operating expenses, process orders and maintain inventory
- provide communication services to co-ordinate operational units
- arrange clearance and collection of imported cargo and export shipments.

Summary of consultation

Stakeholder feedback highlighted the need to update the language used for administrative occupations to reflect contemporary titles and reflect the diversity of roles across this group of occupations.

149211 Call or Contact Centre Manager

Existing	Proposed
<p>149211 Call or Contact Centre Manager</p> <p>Organises and controls the operations of a call or contact centre. May work in a call centre.</p> <p>Skill Level: 2</p>	<p>149211 Call or Contact Centre Manager</p> <p>Organises and controls the operations of a call or contact centre. May work in a call centre.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Manages teams of Call or Contact Centre Operators• Oversees performance and development of call or contact centre team members• Monitors and evaluates call or contact centre performance metrics, including sales rates, costs, and customer service quality• Implements improvements based on data analysis• Reports on business activities, workforce planning and budgeting within the call or contact centre• Liaises with sales, service and supplier agents, and maintains related databases• Develops and reviews call or contact centre policies, programs and procedures

511111 Contract Administrator

Existing	Proposed
<p>511111 Contract Administrator</p> <p>Alternative Title:</p> <ul style="list-style-type: none">• Contract Officer <p>Prepares, interprets, maintains, reviews and negotiates variations to contracts on behalf of an organisation.</p> <p>Skill Level: 2</p>	<p>511111 Contract Administrator</p> <p>Alternative Title:</p> <ul style="list-style-type: none">• Contract Officer <p>Prepares, interprets, maintains, reviews and negotiates contracts and contract variations on behalf of an organisation.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Develops, reviews and negotiates contracts and contract variations, ensuring compliance with company policies, and Australian laws and regulations• Reviews insurance requirements• Resolves contract related enquiries and issues• Manages and maintains paperwork associated with contracts• Oversees work by contractors and reports on variations to work orders• Manages contract renewals, extensions, and terminations• Prepares and reviews organisational activity submissions and reports

511112 Program or Project Administrator

Existing	Proposed
<p>511112 Program or Project Administrator</p> <p>Alternative Title:</p> <ul style="list-style-type: none">• Project Coordinator <p>Plans and undertakes administration of organisational programs, special projects and support services.</p> <p>Skill Level: 2</p>	<p>511112 Program or Project Administrator</p> <p>Alternative Title:</p> <ul style="list-style-type: none">• Project Coordinator <p>Plans and undertakes administration of organisational programs, special projects and support services.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Coordinates all resources, meetings, records of payments, key milestones, communications and documentation involved in a program or project• Develops plans and frameworks to organise and delegate tasks within a program or project• Works with professionals, owners and senior management to ensure that deadlines and compliance requirements are met• Advises senior management on matters requiring attention and implements decisions• Oversees work by contractors and reports on work order variations• Prepares and reviews submissions and reports concerning organisational activities• Collects and analyses data associated with projects undertaken, and reports on project outcomes to internal and external stakeholders

512111 Office Manager

Existing	Proposed
<p>512111 Office Manager</p> <p>Organises and controls the functions and resources of an office such as administrative systems and office personnel.</p> <p>Skill Level: 2</p>	<p>512111 Office Manager</p> <p>Organises and controls the functions and resources of an office, such as administrative systems and office personnel.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Contributes to the planning and review of office services and standards• Allocates human resources, space and equipment• Assigns work and monitors work performance of staff• Manages office records and accounts• Ensures office equipment and supplies are maintained• Ensures office compliance with work health and safety regulations• Ensures work complies with relevant government legislation, policies, and procedures• Coordinates personnel activities, such as hiring, promotions, performance management, payroll, training and supervision

512299 Practice Managers nec

Existing	Proposed		
<p>512299 Practice Managers nec</p> <p>This occupation group covers Practice Managers not elsewhere classified.</p> <p>Skill Level: 2</p> <p>The occupations in this group include:</p> <ul style="list-style-type: none"> • Accounting Practice Manager • Architectural Practice Manager • Legal Practice Manager • Veterinary Practice Manager 	<p>512212 Legal Practice Manager</p> <p>Organises and controls the functions and resources of a legal practice, such as administrative systems and practice personnel.</p> <p>Legal Secretaries are excluded from this occupation.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> • Assigns tasks and responsibilities to legal support team members based on their skill and workload • Monitors performance of legal practice staff and provides feedback and training • Oversees the legal case loads and assignments of legal professionals, paralegals and administrative support staff ensuring deadlines are met • Develops and implements policies and procedures to ensure compliance with industry specific regulations and best practices • Develops and maintains communication processes to ensure clients are provided updates on their relevant cases • Maintains the confidentiality and data security standards for client information and sensitive legal documentation • Reviews and maintains legal documentation 	<p>512213 Veterinary Practice Manager</p> <p>Organises and controls the functions and resources of a veterinary practice or hospital, such as administrative systems and practice personnel.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> • Oversees the tasks and responsibilities of the veterinary team, including Veterinarians, veterinary technicians and other support staff • Monitors performance of veterinary practice staff and provides feedback and training • Ensures medical staff, protocols and standards of care adhere to licensing and registration requirements • Monitors and maintains the storage and inventory of medical supplies and medications in accordance with regulatory requirements • Coordinates the maintenance and repairs of medical equipment to meet functionality and safety standards 	<p>512299 Practice Managers nec</p> <p>This occupation comprises Practice Managers not elsewhere classified.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Accounting Practice Manager • Architectural Practice Manager <p>Skill Level: 2</p>

521111 Personal Assistant

Existing	Proposed
<p>521111 Personal Assistant</p> <p>Performs liaison, coordination and organisational tasks in support of Managers and Professionals.</p> <p>Skill Level: 2</p>	<p>521111 Executive Assistant</p> <p>Alternative Title:</p> <ul style="list-style-type: none">• Personal Assistant <p>Provides high level support to individual executives, a team of executives, managers and/or professionals in an organisation.</p> <p>Company Secretaries, General Secretaries, Legal Secretaries and Medical Receptionists are excluded from this occupation.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Acts as a proxy for the individual executives they support• Organises and prepares for meetings, including gathering documents and attending to meeting logistics• Drafts, reviews and sends communications on behalf of executives• Coordinates travel arrangements• Sets daily schedules for executives• Prioritises and responds to emails• Answers and returns phone calls• May assist with personal tasks, such as making doctor's appointments or handling family related matters

521211 Secretary (General)

Existing	Proposed
<p>521211 Secretary (General)</p> <p>Performs secretarial, clerical and other administrative tasks in support of Managers and Professionals.</p> <p>Skill Level: 2</p>	<p>521213 Secretary (General)</p> <p>Performs secretarial, clerical, organisational and administrative tasks in support of daily office operations.</p> <p>Executive Assistants are excluded from this occupation.</p> <p>Skill Level: 3</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Assists with document management, archiving, and file maintenance• Organises and manages appointments and schedules• Manages enquiries, calls, messages, and document preparation• Welcomes and directs visitors and clients• Assists with copying, scanning, emailing, notetaking, and booking travel• Performs other general clerical duties as requested• May manage petty cash, maintain office supplies and coordinate equipment maintenance

531111 General Clerk

Existing	Proposed
<p>531111 General Clerk</p> <p>Performs a range of clerical and administrative tasks.</p> <p>Skill Level: 4</p>	<p>531111 General Clerk</p> <p>Performs a range of clerical and administrative tasks.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Records, prepares, classifies and files information• Sorts, opens, and sends mail• Copies, sends and files documents• Prepares routine correspondence and reports• Maintains office supplies and equipment• Answers and transfers telephone calls, or takes messages• Schedules appointments• Provides information to customers about services

532111 Data Entry Operator

Existing	Proposed
<p>532111 Data Entry Operator</p> <p>Alternative Title:</p> <ul style="list-style-type: none">• Data Processing Operator <p>Operates a keyboard to input and transfer data into a computer for storage, processing and transmission.</p> <p>Skill Level: 4</p>	<p>532111 Data Entry Operator</p> <p>Alternative Title:</p> <ul style="list-style-type: none">• Data Processing Operator <p>Operates a keyboard to input and transfer data into a computer for storage, processing and transmission.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Enters and codes data to process and store information• Retrieves and updates data using digital software• Monitors and maintains databases for accuracy• Prepares reports and material for publication

532112 Machine Shorthand Reporter

Existing	Proposed
<p>532112 Machine Shorthand Reporter</p> <p>Records and reproduces the spoken word in court and parliamentary proceedings, television programming and for the deaf and hearing impaired using handwritten shorthand, stenotype shorthand machines, computer-assisted transcription software and sound recording equipment.</p> <p>Skill Level: 4</p> <p>Specialisations:</p> <ul style="list-style-type: none">• Braille Transcriber• Court Reporter• Hansard Reporter• Realtime Reporter• Stenocaptioner	<p>532112 Machine Shorthand Reporter</p> <p>Records and reproduces the spoken word in court and parliamentary proceedings, television programming and for the deaf and hard of hearing using handwritten shorthand, stenotype shorthand machines, computer assisted transcription software and sound recording equipment.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Records proceedings in shorthand using computerised equipment and shorthand writing machines• Transcribes recorded information• Proofreads and corrects transcripts• Reproduces the spoken word, environmental sounds and song lyrics as captions in audiovisual productions• May read portions of transcripts during proceedings <p>Specialisations:</p> <ul style="list-style-type: none">• Braille Transcriber• Court Reporter• Hansard Reporter• Realtime Reporter• Stenocaptioner

532113 Word Processing Operator

Existing	Proposed
<p>532113 Word Processing Operator</p> <p>Alternative Title:</p> <ul style="list-style-type: none">• Typist <p>Operates a computer to type, edit and generate a variety of documents and reports.</p> <p>Skill Level: 4</p>	<p>532113 Word Processing Operator</p> <p>Alternative Title:</p> <ul style="list-style-type: none">• Typist <p>Operates a computer to type, edit and generate a variety of documents and reports.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Prepares documents and reports using word processing software• Transcribes information recorded in shorthand or on audio equipment• Ensures accuracy in typing, spelling, grammar and formatting• Proofreads and edits documents for accuracy and clarity

541111 Call or Contact Centre Team Leader

Existing	Proposed
<p>541111 Call or Contact Centre Team Leader</p> <p>Alternative Titles:</p> <ul style="list-style-type: none">• Call Centre Supervisor• Contact Centre Supervisor <p>Oversees and determines work requirements, monitors telephone calls, coaches and allocates duties to Call or Contact Centre Operators.</p> <p>Skill Level: 3</p> <p>Specialisations:</p> <ul style="list-style-type: none">• Call or Contact Centre Coach• Call or Contact Centre Workforce Planner	<p>541111 Call or Contact Centre Team Leader</p> <p>Alternative Titles:</p> <ul style="list-style-type: none">• Call Centre Supervisor• Contact Centre Supervisor <p>Oversees and determines work requirements, monitors telephone calls, and coaches and allocates duties to Call or Contact Centre Operators.</p> <p>Skill Level: 3</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Guides and assists Call or Contact Centre Operators in resolving problems and addressing customer enquiries• Provides hands-on coaching to enhance team performance• Creates and manages staff rosters to meet performance targets• Oversees team members to ensure efficient operations• Listens to and evaluate calls conducted by centre operators, and offers constructive feedback to improve performance <p>Specialisations:</p> <ul style="list-style-type: none">• Call or Contact Centre Coach• Call or Contact Centre Workforce Planner

541112 Call or Contact Centre Operator

Existing	Proposed
<p>541112 Call or Contact Centre Operator</p> <p>Answers customer telephone, internet and email enquires about goods and services, and promotes the goods and services.</p> <p>Skill Level: 4</p>	<p>541112 Call or Contact Centre Operator</p> <p>Answers customer telephone, internet and email enquiries about goods and services, and promotes the goods and services.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Answers incoming calls, emails and messages, and assists customers with their specific enquiries• Provides step-by-step guidance or instructions using established manuals and guides to help customers navigate through issues• Identifies and escalates complex or unresolved issues to appropriate departments or supervisors• Records and updates customer information, enquiries, and interactions in the company's database• Provides additional information about the goods and services on offer to create further interest• Arranges the despatch of goods, information kits and brochures to customers and interested parties

541211 Information Officer

Existing	Proposed
<p>541211 Information Officer</p> <p>Responds to personal, written and telephone enquiries and complaints about the organisation's goods and services, provides information and refers people to other sources.</p> <p>Skill Level: 4</p>	<p>541211 Information Officer</p> <p>Responds to personal, written and telephone enquiries and complaints about the organisation's goods and services, provides information and refers people to other sources.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Answers enquiries about goods and services, and provides information about their availability, location, price and related issues• Responds to enquiries about problems and provides advice• Records information about enquiries and complaints• Refers complex enquiries to other sources

542111 Receptionist (General)

Existing	Proposed
<p>542111 Receptionist (General)</p> <p>Greets clients and visitors, and responds to personal, telephone, email and written enquiries and requests.</p> <p>Skill Level: 4</p>	<p>542111 Receptionist (General)</p> <p>Greets clients and visitors, and responds to personal, telephone, email and written enquiries and requests.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Greets and welcomes visitors, customers or clients, and directs them to the appropriate person or department• Arranges and records details of appointments, including the management of changes, cancellations and rescheduling where necessary• Receives, sorts and distributes incoming mail and packages• Maintains and organises the reception desk and waiting areas• Answers enquires and provides information on the goods, services and activities of the organisation• Relays messages or information between staff and departments

551111 Accounts Clerk

Existing	Proposed
<p>551111 Accounts Clerk</p> <p>Alternative Title:</p> <ul style="list-style-type: none">• Accounts Payable or Receivable Clerk <p>Monitors creditor and debtor accounts, and undertakes related routine documentation. May work in a call centre.</p> <p>Skill Level: 4</p> <p>Specialisations:</p> <ul style="list-style-type: none">• Audit Clerk• Investment Accounting Clerk	<p>551111 Accounts Clerk</p> <p>Alternative Title:</p> <ul style="list-style-type: none">• Accounts Payable or Receivable Clerk <p>Monitors creditor and debtor accounts, and undertakes related routine documentation. May work in a call centre.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Prepares and maintains accounting documents and records• Prepares bank deposits, general ledger postings and statements• Reconciles accounts• Summarises financial transactions, including expenditure and receipts• Investigates and resolves invoice discrepancies• Responds to internal and external account queries <p>Specialisations:</p> <ul style="list-style-type: none">• Audit Clerk• Investment Accounting Clerk

551112 Cost Clerk

Existing	Proposed
<p>551112 Cost Clerk</p> <p>Calculates and investigates the cost of wages, materials, overheads and other operating expenses.</p> <p>Skill Level: 4</p>	<p>551112 Estimator</p> <p>Alternative Title:</p> <ul style="list-style-type: none">• Costing Officer <p>Calculates and investigates the cost of wages, materials, overheads, and other operating expenses.</p> <p>Building and Construction Estimators are excluded from this occupation.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Calculates, analyses and investigates the costs of proposed expenditure, wages and standard costs• Prepares records of standard costs and values for items, such as raw materials and packaging supplies• Prepares quotes and contracts on jobs, materials, and services• Records cost variations and contract price movements

551311 Payroll Clerk

Existing	Proposed	
<p>551311 Payroll Clerk</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"> • Pay Clerk • Payroll Officer <p>Prepares payroll and related records for employee salaries and statutory record-keeping purposes.</p> <p>Skill Level: 4</p>	<p>551312 Payroll Manager</p> <p>Alternative Title:</p> <ul style="list-style-type: none"> • Payroll Administration Manager <p>Plans, organises, directs, controls and coordinates payroll personnel and process systems to ensure accurate records of payments and benefits.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> • Develops systems to process payroll account transactions, such as salaries, benefits, garnishments, deductions, taxes and third party payments • Oversees processing of payroll changes, such as new hires, terminations, raises and system upgrades • Coordinates timekeeping and payroll systems • Ensures compliance with relevant laws and internal policies • Supervises and coaches Payroll Officers and assistants 	<p>551313 Payroll Officer</p> <p>Alternative Title:</p> <ul style="list-style-type: none"> • Payroll Clerk <p>Collects, organises and enters information into payroll systems to calculate pay and deductions of employees.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> • Creates and maintains employee records • Processes payments to employees, including pay adjustments • Prepares separation certificates or transfers • Interprets and applies legislation, awards and enterprise agreements • Maintains records relating to leave taken, overtime, promotions, transfers and other variations to wages or salaries and employment arrangements

561611 Switchboard Operator

Existing	Proposed
<p>561611 Switchboard Operator</p> <p>Alternative Title:</p> <ul style="list-style-type: none">• Telephone Operator <p>Operates telecommunication switchboards and consoles to assist callers to establish telephone connections, and receive caller enquiries and fault reports.</p> <p>Skill Level: 5</p>	<p>561611 Switchboard Operator</p> <p>Alternative Title:</p> <ul style="list-style-type: none">• Telephone Operator <p>Operates telecommunication switchboards and consoles to assist callers to establish telephone connections and receive caller enquiries and fault reports.</p> <p>Skill Level: 5</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Operates switchboards and consoles to connect, hold, transfer and disconnect telephone calls• Responds to caller enquiries by providing information, such as telephone numbers, dialling codes, call costs, time delays and service difficulties• Investigates operating system problems and informs maintenance services• Alerts emergency services when required• Records details and determines charges for designated types of calls• May monitor the efficiency of systems and maintain service sampling records

561912 Meter Reader

Existing	Proposed
<p>561912 Meter Reader</p> <p>Reads electric, gas or water meters, records usage, inspects meters and connections for defects and damage, and reports irregularities.</p> <p>Skill Level: 5</p>	<p>561912 Meter Reader</p> <p>Reads electric, gas or water meters, records usage, inspects meter and connections for defects and damage, and reports irregularities.</p> <p>Skill Level: 5</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Conducts meter readings, consistent with designated routes and special meter read requests• Inspects and monitors meters for damage and abnormal usage• Inputs meter reading data into handheld devices• Supports the account and collection process• Assists in the coordination of meter reads to meet billing deadlines as required

561913 Parking Inspector

Existing	Proposed
<p>561913 Parking Inspector</p> <p>Patrols assigned areas and issues parking infringement notices to owners of vehicles that are illegally parked.</p> <p>Skill Level: 5</p>	<p>561913 Parking Officer</p> <p>Alternative Title:</p> <ul style="list-style-type: none">• Parking Inspector <p>Patrols assigned areas and issues parking infringement notices to owners of vehicles that are illegally parked.</p> <p>Skill Level: 5</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Patrols street and parking lots in accordance with parking plans• Checks vehicles for valid parking tickets and records how long they have been in free parking areas• Uses handheld devices to issue and manage parking infringements, and provide data on revenue and parking usage• Checks for proper use of permits in special use zones and loading zones• Arranges to have illegally parked vehicles towed away• Assists with asset maintenance of parking equipment, including ticketing machines, lighting, boom gates and signage• Assist council with asset management of roads, paths, signs and other roadside equipment• Assists police with matters of stolen, abandoned or damaged vehicles• May give evidence in court if someone appeals the infringement notice

591112 Production Clerk

Existing	Proposed
<p>591112 Production Clerk</p> <p>Alternative Titles:</p> <ul style="list-style-type: none">• Production Recorder• Schedule Clerk <p>Records and coordinates the flow of work and materials between departments, examines orders for goods, and prepares production schedules.</p> <p>Skill Level: 4</p> <p>Specialisations:</p> <ul style="list-style-type: none">• Delivery Clerk• Logistics Clerk	<p>591112 Production Coordinator</p> <p>Records and coordinates the flow of work and materials between departments, examines orders for goods, and prepares production schedules.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Requisitions supplies from stock and sends orders to production departments and other firms• Confirms completion of orders and compliance with details specified, signs tally sheets and attaches to checked items• Receives and checks purchase requests against inventory records and stock on hand• Examines orders and compiles data for production schedules• Checks inventories and prepares delivery schedules

591113 Purchasing Officer

Existing	Proposed	
<p>591113 Purchasing Officer</p> <p>Alternative Title:</p> <ul style="list-style-type: none"> Procurement Officer <p>Prepares purchase orders, monitors supply sources and negotiates contracts with suppliers.</p> <p>Skill Level: 4</p>	<p>591118 Procurement Officer</p> <p>Organises and coordinates the procurement of materials, products and services for an organisation.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> Plans for the purchase of equipment, services and supplies Reviews, compares, evaluates and approves products and services Maintains inventories, accurate records, and supplier information Prepares budgets, cost analyses and reports Monitors the company's procurement policies and procedures 	<p>591119 Purchasing Officer</p> <p>Prepares purchase orders, monitors supply sources, and assists in maintaining relationships with suppliers.</p> <p>Procurement Officers are excluded from this occupation.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> Investigates and identifies supply sources, and prepares and processes purchase orders Invites tenders, consults with suppliers, and review quotations Maintains inventories, accurate records, and supplier information Purchases equipment and materials, business services, and land or access rights Receives and checks purchase requests against inventory records and stock on hand

591115 Stock Clerk

Existing	Proposed
<p>591115 Stock Clerk</p> <p>Alternative Titles:</p> <ul style="list-style-type: none">• Stock Control Clerk• Stores Clerk <p>Monitors stock levels and maintains stock, order and inventory records.</p> <p>Skill Level: 4</p> <p>Specialisations:</p> <ul style="list-style-type: none">• Inventory Clerk• Supply Clerk	<p>591115 Stock Clerk</p> <p>Alternative Titles:</p> <ul style="list-style-type: none">• Stock Control Clerk• Stores Clerk <p>Monitors stock levels and maintains stock, order and inventory records.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Confirms completion of orders and compliance with specified details, signs tally sheets and attaches to checked items• Checks inventory records and stock on hand against purchase and sales orders• Counts incoming stock and reconciles it with purchase orders• Updates inventory and stock location records• Complies with operational procedures for receiving, handling, storing and shipping goods <p>Specialisations:</p> <ul style="list-style-type: none">• Inventory Clerk• Supply Clerk

591117 Order Clerk

Existing	Proposed
<p>591117 Order Clerk</p> <p>Alternative Titles:</p> <ul style="list-style-type: none">• Customer Orders Clerk• Sales Order Clerk <p>Receives and processes incoming orders for goods and services from inside or outside an organisation.</p> <p>Skill Level: 4</p> <p>Specialisations:</p> <ul style="list-style-type: none">• Internal Salesperson• Mail Order Clerk	<p>591117 Order Clerk</p> <p>Alternative Titles:</p> <ul style="list-style-type: none">• Customer Orders Clerk• Sales Order Clerk <p>Receives and processes incoming orders for goods and services from inside or outside an organisation.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Receives, checks and records sales orders• Checks sales orders against inventory records and stock on hand, and prepares invoices• Provides price and product information to customers• Complies with operational procedures for receiving, handling, storing, and shipping goods <p>Specialisations:</p> <ul style="list-style-type: none">• Internal Salesperson• Mail Order Clerk

591211 Despatching and Receiving Clerk

Existing	Proposed
<p>591211 Despatching and Receiving Clerk</p> <p>Alternative Titles:</p> <ul style="list-style-type: none">• Despatch Clerk• Freight Clerk <p>Verifies and maintains records of incoming and outgoing goods in a warehouse or distribution centre and prepares goods for despatch.</p> <p>Skill Level: 4</p> <p>Specialisations:</p> <ul style="list-style-type: none">• Aircraft Load Controller• Shipping and Receiving Clerk• Truck Despatcher	<p>591211 Logistics Officer</p> <p>Alternative Titles:</p> <ul style="list-style-type: none">• Despatch Officer• Logistics Coordinator <p>Verifies and maintains records of incoming and outgoing goods in a warehouse or distribution centre, and prepares goods for despatch.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Identifies items and containers of incoming and outgoing shipments, and verifies them against consignment records• Ensures outgoing shipments are in good condition and meet specifications• Arranges internal distribution of goods received• Organises the despatch of goods with completed documentation• Maintains prescribed records of goods received and despatched

591212 Import-Export Clerk

Existing

591212 Import-Export Clerk

Arranges clearance and collection of imported cargo from customs and bond stores, and the shipment of cargo for export.

Skill Level: 4

Specialisations:

- Bond Clerk
- Customs Agent
- Customs Broker (ANZSCO Skill Level 2)
- Wharf Tally Clerk

Proposed

591213 Customs Broker

Coordinates the import and export of products or commodities into and out of a country, arranges clearance of these products, and advises individuals and companies about international trade, entry procedures, valuation, classification and duties, biosecurity requirements, tariffs and taxes.

Registration or licensing is required.

Skill Level: 2

Main Tasks:

- Provides organisations with information and paperwork to ship their goods out of the country, and helps businesses import goods successfully by clearing customs
- Provides information to customers on custom tariffs, tariff classifications and concessions, and methods of clearing goods, and calculates storage and clearance charges
- Ensures compliance with biosecurity and other requirements
- Arranges permissions, licences or other approvals to ensure the smooth importation of particular types of goods

591214 Freight Forwarder

Arranges collection of imported cargo from customs and bond stores, and the shipment of cargo for export.

Customs Brokers are excluded from this occupation.

Skill Level: 4

Main Tasks:

- Examines shipping documents and verifies cargo to be released
- Records customs clearance requirements and authorises collection of cargo
- Receives details of outgoing cargo, and arranges bookings of freight space and collection or delivery of goods

599411 Human Resource Clerk

Existing	Proposed	
<p>599411 Human Resource Clerk</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"> • Employment Office Clerk • Human Resource Records Clerk • Personnel Records Clerk <p>Maintains and updates personnel records such as information on transfers and promotions, employee leave taken and accumulated, salaries, superannuation and taxation, qualifications and training.</p> <p>Skill Level: 4</p> <p>Specialisations:</p> <ul style="list-style-type: none"> • Psychological Examiner (Army) • Roster Clerk 	<p>599412 Human Resources Administration Assistant</p> <p>Alternative Title:</p> <ul style="list-style-type: none"> • HR Administration Assistant <p>Maintains and updates personnel records, such as information on transfers and promotions, employee leave taken and accumulated, salaries, superannuation, taxation, qualifications, and training.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> • Updates information on leave taken and accumulated, employment history, salaries, superannuation, taxation, qualifications, and training • Creates records for newly appointed workers and checks records for completeness • Processes applications for employment and promotions and advises applicants of results • Receives and answers enquiries about employment entitlements and conditions • Sends out announcements of job openings and job examinations • Issues job application forms • Compiles data from personnel records and prepares reports • Stores and retrieves personnel records and files on request <p>Specialisation:</p> <ul style="list-style-type: none"> • Psychological Examiner (Army) 	<p>599413 Rostering Officer</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"> • Roster Clerk • Workforce Planner <p>Maintains and manages an effective and up-to-date roster and takes into account individual worker contract hours.</p> <p>Call or Contact Centre Workforce Planners are excluded from this occupation.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> • Assists in the creation of rosters, taking into account individual worker contract hours • Administers, edits, maintains and manages rosters as advised by managers, to ensure compliance with enterprise agreements • Backfills any vacant positions due to unplanned leave, such as sick leave and bereavement leave; or any full-time equivalent (FTE) deficits • Arranges redeployment of appropriately qualified staff to identified areas of need • Problem solves to find solutions for rosters difficulties and challenges • Communicates with employees regarding roster changes and availability for shift coverage • Completes internal documentation regarding rosters, staff details or attendance preferences as required

599914 Radio Despatcher

Existing	Proposed
<p>599914 Radio Despatcher</p> <p>Alternative Titles:</p> <ul style="list-style-type: none">• Communications Controller• Control Room Operator <p>Provides radio and communications services for the coordination of operational units in transport, courier, military, emergency, security, rescue and road service organisations.</p> <p>Registration or licensing may be required.</p> <p>Skill Level: 4</p>	<p>599914 Radio Despatcher</p> <p>Alternative Titles:</p> <ul style="list-style-type: none">• Communications Controller• Control Room Operator <p>Provides radio and communications services for the coordination of operational units in transport, courier, emergency, security, rescue and road service organisations.</p> <p>Registration or licensing may be required.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Receives and relays radio or telecommunications messages from operational units, customers, or the public• Coordinates communications between operational units• Records critical information from emergency, routine and administrative calls• Relays information to enable appropriate resources and personnel to be deployed• Maintains communication and provides guidance to callers during emergency situations

599916 Facilities Administrator

Existing	Proposed
<p>599916 Facilities Administrator</p> <p>Alternative Titles:</p> <ul style="list-style-type: none">• Facilities Assistant• Facilities Coordinator• Facilities Officer <p>Provides assistance to ensure the day-to-day smooth operation of a building's infrastructure, through administrative support, including budgeting, procurement negotiation, contractor liaison and documentation, as well as coordination of staff and office equipment during relocation, and at times supervision and physical assistance with maintenance tasks.</p> <p>Skill Level: 4</p>	<p>599916 Facilities Administrator</p> <p>Alternative Titles:</p> <ul style="list-style-type: none">• Facilities Assistant• Facilities Coordinator• Facilities Officer <p>Provides assistance to ensure the day-to-day smooth operation of a building's infrastructure, through administrative support, including budgeting, procurement negotiation, contractor liaison and documentation, as well as coordination of staff and office equipment during relocation, and at times, supervision and physical assistance with maintenance tasks.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none">• Supports the management of site facilities, including fit outs, relocations, and general maintenance• Assists in the location and provisioning of staff within a facility• Assists with site safety, operations, and projects• Assists with onsite maintenance• Keeps records and schedules of purchases, equipment, maintenance, and contractors• Ensures cost-effective support services for a facility• Receives and tracks delivery of goods

599999 Clerical and Administrative Workers nec

Existing	Proposed	
<p>599999 Clerical and Administrative Workers nec</p> <p>This occupation group covers Clerical and Administrative Workers not elsewhere classified.</p> <p>The occupations in this group include:</p> <ul style="list-style-type: none"> • Coding Clerk • Examination Supervisor • Travel Clerk <p>Skill Level: 4</p>	<p>599917 Marketing Assistant</p> <p>Supports campaigns and undertakes marketing-related administrative duties under the direction of Marketing Managers, marketing executives and/or Marketing Specialists.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> • Creates, collates and distributes marketing material • Supports the marketing team in executing marketing strategies and campaigns • Supports market research studies, opinion surveys and needs assessments • Performs data entry and analysis • Monitors and reports on key metrics • Assists with social media to market products 	<p>599999 Clerical and Administrative Workers nec</p> <p>This occupation comprises Clerical and Administrative Workers not elsewhere classified.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Coding Clerk • Examination Supervisor • Travel Clerk <p>Skill Level: 4</p>