



# Updating ANZSCO

Reflecting a modern Australian labour market



Management and  
related consulting  
services

ANZSCO Comprehensive Review

Australian Bureau of Statistics

17/6/2024

## ANZSCO [Preliminary] Proposed Changes

Version 2.0



# 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/anzSCO)

## Occupations in the Management and related consulting services focus area include:

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## About the focus area

The Management and related consulting services focus area covers occupations which require specialised knowledge and skills to:

- plan, organise, direct, control, coordinate and review the operations of government, commercial, agricultural, industrial, non-profit and other organisations, and departments
- perform analytical, conceptual, and practical tasks to provide services to human resource development, public relations and marketing, and conduct studies of organisational structures, methods, and systems.

## Summary of consultation

There was a shared consensus among stakeholders for the need to better represent the complexity of management and related consulting occupations. Feedback highlighted the importance of modernising the language used in the classification to accurately capture the nature of different roles.

Stakeholders suggested updates to multiple occupations to ensure tasks, titles and descriptions align with the current workforce. Suggestions were also received to include emerging occupations, and remove specialisations that are no longer relevant.

## 111111 Chief Executive or Managing Director

### Existing

111111 Chief Executive or Managing Director

Alternative Title:

- Chief Executive Officer

Determines, formulates and reviews the general policy program and the overall direction of an organisation within the framework established by a board of directors or similar governing body.

Skill Level: 1

Specialisations:

- Director-General
- Executive Director
- Secretary (Government Department)

### Proposed

111111 Chief Executive or Managing Director

Alternative Title:

- Chief Executive Officer

Determines, formulates and reviews the general policy program and the overall direction of an organisation within the framework established by a board of directors or similar governing body.

Skill Level: 1

Main Tasks:

- Determines objectives, strategies, policies and programs for organisations
- Provides overall direction and management to organisations
- Authorises material, human and financial resources to implement organisational policies and programs
- Monitors and evaluates performance of the organisation against organisational objectives and strategies
- Consults with senior staff, and reviews recommendations and reports
- Approves and presents reports, budgets, and forecasts to major stakeholders, such as governing bodies and boards of directors
- Represents the organisation at official events, in negotiations, at conventions, seminars, public hearings and forums
- Selects or approves the selection of senior staff

Specialisations:

- Director-General
- Executive Director
- Secretary (Government Department)

## 111211 Corporate General Manager

Existing	Proposed
<p>111211 Corporate General Manager</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Chief Operating Officer</li></ul> <p>Plans, organises, directs, controls and reviews the day-to-day operations and major functions of a commercial, industrial, governmental or other organisation through departmental managers and subordinate executives.</p> <p>Skill Level: 1</p> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Assistant Commissioner (Police)</li><li>• Hospital Administrator</li><li>• Kaiwhakahaere (NZ)</li><li>• Managing Editor</li><li>• Trade Union Secretary</li></ul>	<p>111211 Corporate General Manager</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Chief Operating Officer</li></ul> <p>Plans, organises, directs, controls and reviews the day-to-day operations and major functions of a commercial, industrial, governmental or other organisation through departmental managers and subordinate executives.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Plans policies, and sets standards and objectives for organisations</li><li>• Provides day-to-day direction and management of organisations</li><li>• Directs and endorses policies to fulfil objectives, achieve specific goals, and maximise profit and/or efficiency</li><li>• Consults and liaises with departmental heads on matters such as finance, sales and human resources</li><li>• Implements and oversees organisational policies and programs</li><li>• Selects senior staff and manages their performance</li><li>• Ensures and encourages compliance with organisational policies and protocols, and relevant legislations</li><li>• May prepare, or arrange for the preparation of reports, budgets and forecasts</li><li>• Represents the organisation at official occasions, in negotiations, at conventions, seminars, public hearings and forums</li></ul> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Assistant Commissioner (Police)</li><li>• Hospital Administrator</li><li>• Managing Editor</li><li>• Trade Union Secretary</li></ul>

## 132111 Corporate Services Manager

<b>Existing</b>	<b>Proposed</b>
<p>132111 Corporate Services Manager</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"><li>• Administration Manager</li><li>• Business Services Manager</li></ul> <p>Plans, organises, directs, controls and coordinates the overall administration of an organisation.</p> <p>Skill Level: 1</p>	<p>132111 Corporate Services Manager</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Business Services Manager</li></ul> <p>Plans, organises, directs, controls and coordinates the overall administration of an organisation.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Provides high level administrative, strategic planning and operational support, research and advice to senior management on administrative matters such as staff management, financial planning, facility management and information services</li><li>• Develops the organisation's administrative, financial, physical and staff resources</li><li>• Implements administrative, financial and operational procedural statements and guidelines for use by staff in the organisation</li><li>• Analyses complex resource management issues and initiatives that affect the organisation, and prepares associated reports, correspondence and submissions</li><li>• Provides information and support for the preparation of financial reports and budgets</li><li>• Leads, manages and develops administrative staff to ensure smooth business operations and the provision of accurate and timely information</li><li>• Represents the organisation in negotiations and at conventions, seminars, public hearings and forums, and promotes existing and new programs and policies</li></ul>

## 132211 Finance Manager

<b>Existing</b>	<b>Proposed</b>
<p>132211 Finance Manager</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"><li>• Chief Financial Officer</li><li>• Finance Director</li><li>• Financial Controller</li></ul> <p>Plans, organises, directs, controls and coordinates the financial and accounting activities within an organisation.</p> <p>Skill Level: 1</p> <p>Specialisation:</p> <ul style="list-style-type: none"><li>• Financial Administrator</li></ul>	<p>132211 Finance Manager</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"><li>• Chief Financial Officer</li><li>• Finance Director</li><li>• Financial Controller</li></ul> <p>Plans, organises, directs, controls and coordinates the financial and accounting activities within an organisation.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Determines, implements, monitors, reviews, and evaluates budgetary and accounting strategies, policies, and plans in consultation with other managers</li><li>• Provides financial information and interprets the implications for business performance and funding needs</li><li>• Coordinates the development, implementation, and monitoring of accounting systems</li><li>• Directs the preparation of financial reports that summarise and forecast an organisation's financial position, such as income statements, balance sheets, and analyses future earnings and income</li><li>• Advises on investment strategies, sources of funds, and the distribution of earnings</li><li>• Delivers long-range profit forecasts, budgeting, and financial reports</li><li>• Ensures compliance with financial legislation and standards</li></ul> <p>Specialisation:</p> <ul style="list-style-type: none"><li>• Financial Administrator</li></ul>



## 132311 Human Resource Manager

### Existing

#### 132311 Human Resource Manager

Plans, organises, directs, controls and coordinates the human resource and workplace relations activities within an organisation.

Skill Level: 1

Specialisations:

- Kaiwhakahaere Tumu (NZ)
- Occupational Health and Safety Manager
- Training and Development Manager
- Workplace Relations Manager

### Proposed

#### 132312 Human Resources Manager

Alternative Title:

- HR Manager

Plans, organises, directs, controls and coordinates the human resource and workplace relations activities within an organisation.

Skill Level: 1

Main Tasks:

- Determines, implements, monitors, reviews and evaluates human resource management strategies, policies and plans
- Advises and assists other managers in applying sound recruitment and selection practices, and appropriate induction, training and development programs
- Develops and implements performance management systems to appraise and improve individual and team performance
- Represents the organisation in negotiations with unions and employees to determine remuneration and other conditions of employment
- Develops equal employment opportunity programs, and ensures compliance with related statutory requirements
- Oversees the application of redundancy and other employee retrenchment policies
- Monitors employment costs and productivity levels
- Manages personnel undertaking payroll activities

#### 132313 Work Health and Safety Manager

Alternative Titles:

- Occupational Health and Safety Manager
- WHS Manager

Leads the development and implementation of work health and safety programs and ensures compliance with related statutory requirements.

Skill Level: 1

Main Tasks:

- Manages the operations of the work health and safety business unit
- Manages work health and safety budgets
- Manages organisational response to any injury and compliance investigations
- Sets, monitors, reviews and evaluates work health and safety management strategies, policies and plans
- Oversees the organisation's work health and safety policies and practices to ensure compliance with legal requirements
- Advocates for work health and safety in organisational policy

- May train and advise other managers in personnel and workplace relations matters

Specialisations:

- Employee Relations Manager
- Training and Development Manager

## 132411 Policy and Planning Manager

### Existing

132411 Policy and Planning Manager

Alternative Title:

- Public Policy Manager

Plans, organises, directs, controls and coordinates policy advice and strategic planning within an organisation.

Skill Level: 1

Specialisations:

- Corporate Planning Manager
- Strategic Planning Manager

### Proposed

132411 Policy and Planning Manager

Alternative Title:

- Public Policy Manager

Plans, organises, directs, controls and coordinates policy advice and strategic planning within an organisation.

Skill Level: 1

Main Tasks:

- Develops, implements and monitors strategic and business planning activities, organisational programs, policies, processes, systems and procedures to achieve goals, objectives and work standards
- Develops, implements, administers and participates in policy research and analysis
- Coordinates the implementation of policies and practices
- Communicates organisational policies and procedures
- Establishes activity measures and measurements of accountability
- Oversees and participates in the development of policy documents and reports
- Consults with and provides expert advice to government officials and board members on policy, program and legislative issues
- Represents the organisation in negotiations, and at conventions, seminars, public hearings and forums convened to discuss policy issues
- Undertakes short-term and long-term business planning as part of the managerial process
- Plans for uncertain future events

Specialisation:

- Strategic Planning Manager

## 132511 Research and Development Manager

Existing	Proposed
<p>132511 Research and Development Manager</p> <p>Plans, organises, directs, controls and coordinates research and development activities within an organisation.</p> <p>Skill Level: 1</p>	<p>132511 Research and Development Manager</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• R &amp; D Manager</li></ul> <p>Plans, organises, directs, controls and coordinates research and development activities within an organisation.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Develops and implements research project strategies, priorities and targets to support commercial and policy developments</li><li>• Leads major research projects and coordinates activities of other research workers</li><li>• Assesses the benefits and monitors the costs and effectiveness of research and development activities</li><li>• Interprets results of research projects and recommends associated product and service development innovations</li><li>• Provides advice on research and development options available to the organisation</li><li>• Monitors leading-edge developments in relevant disciplines and assesses implications for the organisation</li><li>• May publish results of significant research projects</li></ul>

## 133611 Supply and Distribution Manager

### Existing

133611 Supply and Distribution Manager

Plans, organises, directs, controls and coordinates the supply, storage and distribution of goods produced by an organisation.

Skill Level: 1

Specialisations:

- Agricultural Goods Logistics Manager
- Logistics Manager
- Logistics Officer (Air Force)
- Ordnance Corps Officer (Army)
- Supply Chain Manager
- Supply Officer (Navy)
- Transport Corps Officer (Army)

### Proposed

133611 Supply and Distribution Manager

Plans, organises, directs, controls and coordinates the supply, storage and distribution of goods produced by an organisation.

Skill Level: 1

Main Tasks:

- Determines, implements and monitors strategies, policies and plans for purchasing, storing, and distributing goods
- Monitors inventory systems to meet supply requirements and control stock levels
- Tracks movements of supplies and goods
- Liaises with other departments and customers regarding outward goods and transportation
- Oversees the recording of purchase, storage and distribution transactions

Specialisations:

- Agricultural Goods Logistics Manager
- Logistics Manager
- Logistics Officer (Air Force)
- Ordnance Corps Officer (Army)
- Supply Chain Manager
- Supply Officer (Navy)
- Transport Corps Officer (Army)

## 133612 Procurement Manager

<b>Existing</b>	<b>Proposed</b>
<p>133612 Procurement Manager</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Purchasing Manager</li></ul> <p>Plans, organises, directs, controls and coordinates the procurement and purchasing of materials, products and services for an organisation.</p> <p>Skill Level: 1</p>	<p>133612 Procurement Manager</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Purchasing Manager</li></ul> <p>Plans, organises, directs, controls and coordinates the procurement and purchasing of materials, products and services for an organisation.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Prepares and implements plans to maintain required stock levels at minimum cost</li><li>• Negotiates prices and contracts with suppliers to meet quality, cost and delivery requirements</li><li>• Participates in the development of specifications for equipment, products or substitute materials</li><li>• Researches and identifies new products and suppliers</li><li>• Arranges quality checks of incoming goods and ensures suppliers deliver on time</li><li>• Directs staff activities and monitors their performance</li><li>• Provides products and services to meet customer or client requirements</li></ul> <p>Specialisation:</p> <ul style="list-style-type: none"><li>• Procurement Category Manager</li></ul>

## 139916 Quality Assurance Manager

Existing	Proposed
<p>139916 Quality Assurance Manager</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>Quality Facilitator</li></ul> <p>Plans, organises, directs, controls and coordinates the deployment of quality systems and certification processes within an organisation.</p> <p>Skill Level: 1</p>	<p>139916 Quality Assurance Manager</p> <p>Plans, organises, directs, controls and coordinates the deployment of quality systems and certification processes within an organisation.</p> <p>ICT Quality Managers are excluded from this occupation.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Liaises with technical, production and operational staff and management to ensure maximum quality outputs</li><li>• Updates and issues product specifications</li><li>• Oversees the activity of the quality assurance department and team in developing, implementing and maintaining processes and systems designed to ensure the quality and safety of the company's products and safety</li><li>• Trains staff to uphold the highest quality standards</li><li>• Prepares for audits, reporting and quality improvement initiatives</li></ul>

## 139917 Regulatory Affairs Manager

<b>Existing</b>	<b>Proposed</b>
<p>139917 Regulatory Affairs Manager</p> <p>Plans, organises, directs, controls, coordinates and promotes adherence to regulatory frameworks and strategies within an organisation. Monitors regulatory environment and enables compliance.</p> <p>Skill Level: 1</p>	<p>139917 Regulatory Affairs Manager</p> <p>Plans, organises, directs, controls, coordinates and promotes adherence to regulatory frameworks and strategies within an organisation. Monitors regulatory environment and enables compliance.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Develops and monitors regulatory policies, procedures and strategies</li><li>• Prepares, reviews and submits regulatory documents and applications to regulatory agencies</li><li>• Provides regulatory guidance and coordinates with other departments within an organisation to ensure that products and services are compliant with relevant regulations</li><li>• Manages regulatory activities such as audits, regulatory agency inspections or product recalls</li><li>• Monitors changes in the regulatory environment to determine potential impacts on organisational processes</li></ul>



139999 Specialist Managers nec

Existing	Proposed						
<p>139999 Specialist Managers nec</p> <p>This occupation group covers Specialist Managers not elsewhere classified.</p> <p>Skill Level: 1</p> <p>Occupations in this group include:</p> <ul style="list-style-type: none"> <li>Airport Manager</li> <li>Ambassador</li> <li>Ambulance Services Manager</li> <li>Archbishop</li> <li>Bishop</li> <li>Harbour Master</li> <li>Security Manager (Non-ICT)</li> </ul>	<p>139918 Airport Manager</p> <p>Alternative Title:</p> <ul style="list-style-type: none"> <li>Aviation Manager</li> </ul> <p>Manages the daily operations of an airport and ensures its compliance with aviation policies, procedures and regulations.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> <li>Manages the daily operations of an airport and ensures compliance with aviation policies, procedures and</li> </ul>	<p>139921 Correctional Facility Manager</p> <p>Alternative Title:</p> <ul style="list-style-type: none"> <li>Corrections Manager</li> </ul> <p>Manages the daily operations of a correctional facility.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> <li>Manages the daily operations and finances of a correctional facility or a subsection of a correctional facility</li> <li>Monitors, leads and supports correctional facility staff and ensures</li> </ul>	<p>139922 Emergency Management Officer</p> <p>Coordinates, plans and manages the development and implementation of strategies, policies and programs to respond to and recover from disasters or emergency situations such as floods, cyclones and biosecurity incidents.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> <li>Develops policies, strategic and operational plans and processes to respond to and recover from</li> </ul>	<p>139923 Exploration Manager</p> <p>Plans, implements, leads and manages geological exploration programs for an organisation to identify, examine and evaluate economically viable resources.</p> <p>Registration or licensing may be required.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> <li>Develops, implements, executes and manages exploration programs, strategies and plans in</li> </ul>	<p>139924 Security Manager (Non-ICT)</p> <p>Manages the security functions of an organisation to ensure the safety and security of employees and facilities.</p> <p>Registration or licensing may be required.</p> <p>Chief Information Security Officers, Cyber Security Operations Managers and ICT Security Project Managers are excluded from this occupation.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> <li>Develops and implements</li> </ul>	<p>139925 Surveying Manager</p> <p>Plans, manages and coordinates land, mine or engineering surveying operations to ensure accurate data collection for mapping, design and construction.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> <li>Plans, develops and manages surveying operations including determining project scope, scheduling, budget</li> </ul>	<p>139999 Specialist Managers nec</p> <p>This occupation comprises Specialist Managers not elsewhere classified.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>Ambassador</li> <li>Ambulance Services Manager</li> <li>Archbishop</li> <li>Bishop</li> <li>Harbour Master</li> </ul> <p>Skill Level: 1</p>

<p>regulations</p> <ul style="list-style-type: none"> <li>Plans, manages and monitors the maintenance and development of airport infrastructure</li> <li>Manages and improves airport operations and processes and implements safety protocols to ensure the security and safety of the airport</li> <li>Manages emergency</li> </ul>	<p>subordinates comply with policies and procedures</p> <ul style="list-style-type: none"> <li>Manages the implementation of initiatives aimed at preventing re-offending</li> <li>Ensures the admission and discharge of detainees is undertaken in accordance with relevant legislation, policies and procedures</li> <li>Ensures that correctional facility hygiene, safety and security comply with regulations</li> </ul>	<p>disasters or emergency situations</p> <ul style="list-style-type: none"> <li>Identifies and analyses key issues and their impact on disaster risk reduction, emergency management, policies and response capability</li> <li>Coordinates response activities to respond to and recover from disasters or emergency situations</li> <li>Establishes and manages networks to liaise on emergency</li> </ul>	<p>alignment with organisational objectives</p> <ul style="list-style-type: none"> <li>Ensures exploration programs comply with safety, quality control and other industry best practices</li> <li>Assesses geological and technical data to evaluate exploration targets and prioritise exploration activities</li> <li>Assesses, evaluates and guides decision-making on the lease or</li> </ul>	<p>security policies, procedures and strategies for an organisation</p> <ul style="list-style-type: none"> <li>Plans, manages and coordinates security activities to safeguard employees and the assets and properties of an organisation</li> <li>Implements strategies to identify, investigate and resolve security breaches</li> <li>Analyses and evaluates security operations</li> </ul>	<p>and resources</p> <ul style="list-style-type: none"> <li>Develops, improves and directs the preparation of surveying plans, reports, maps and data visualisations</li> <li>Directs and supervises the work of surveying teams and provides surveying support and guidance</li> <li>Implements quality assurance processes to ensure surveying data</li> </ul>
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	<p>operations and addresses problems that arise at the airport or with aircraft</p> <ul style="list-style-type: none"> <li>• Reviews aircraft accident reports</li> </ul> <p>Specialisation:</p> <ul style="list-style-type: none"> <li>• Airport Terminal Manager</li> </ul>	<p>and standards</p>	<p>preparedness, prevention, response and recovery operations from disasters or emergency situations</p> <ul style="list-style-type: none"> <li>• Leads the development of recovery programs and activities to support the recovery of communities following a disaster or emergency situation</li> </ul>	<p>acquisition of potential resource sites</p> <ul style="list-style-type: none"> <li>• Provides leadership and manages exploration geology teams</li> </ul>	<p>to identify risks and improve existing procedures</p> <ul style="list-style-type: none"> <li>• Assesses security risks such as bomb threat, unauthorised entry and fire, and plans incident responses to mitigate the potential consequences of those risks</li> <li>• Communicates security status, updates and problems using established protocols</li> </ul>	<p>collection is accurate and meets regulatory and client requirements</p> <ul style="list-style-type: none"> <li>• Ensures surveying teams and other site personnel adhere to safety protocols and guidelines during fieldwork</li> <li>• May collaborate with engineers, construction workers and other professionals and technicians to integrate surveying data into</li> </ul>	
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						<p>the constructi on process</p> <p>Specialisation:</p> <ul style="list-style-type: none"> <li>• Constructi on Surveying Manager</li> </ul>	
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## 149212 Customer Service Manager

<b>Existing</b>	<b>Proposed</b>
<p>149212 Customer Service Manager</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"><li>• Client Service Manager</li><li>• Service Manager</li></ul> <p>Plans, administers and reviews customer services and after-sales services, and maintains sound customer relations.</p> <p>Skill Level: 2</p>	<p>149212 Customer Service Manager</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"><li>• Client Service Manager</li><li>• Service Manager</li></ul> <p>Plans, administers and reviews customer services and after-sales services, and maintains sound customer relations.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Develops and reviews policies, programs and procedures concerning customer relations and goods and services provided</li><li>• Manages and trains staff providing customer services</li><li>• Plans and implements after-sales services to handle complaints, refund requests and other feedback</li><li>• Liaises with other organisational units, service agents and customers to identify and respond to customer expectations</li></ul>

## 149311 Conference and Event Organiser

### Existing

149311 Conference and Event Organiser

Alternative Title:

- Event Manager

Organises and coordinates services for conferences, events, functions, banquets and seminars.

Skill Level: 2

Specialisations:

- Event Planner
- Exhibition Organiser
- Wedding Coordinator

### Proposed

149311 Event Manager

Alternative Title:

- Event Coordinator

Develops, coordinates and organises services for events, such as weddings, festivals, conventions, conferences, exhibitions, concerts and trade shows.

Skill Level: 2

Main Tasks:

- Responds to enquiries concerning services provided and costs for room and equipment hire, catering, and related services
- Meets with clients to discuss their needs and outlines package options to meet these needs
- Arranges and coordinates services, such as conference facilities, catering, signage, displays, audio-visual equipment, accommodation, transport and social events, for participants
- Organises registration of participants, prepares programs and promotional material, and publicises events
- Negotiates the type and costs of services to be provided within budget
- Hires, trains and supervises support staff required for events
- Monitors events as they take place and resolves issues if they arise

Specialisations:

- Conference Manager
- Event Planner
- Exhibition Organiser
- Production Manager (Corporate Hospitality)
- Wedding Coordinator

## 149915 Equipment Hire Manager

<b>Existing</b>	<b>Proposed</b>
<p>149915 Equipment Hire Manager</p> <p>Organises and controls the operations of an establishment engaged in the hiring out of equipment to companies involved in areas such as building and engineering construction, government, mining and resources, manufacturing, maintenance, special events, and to individuals for personal use.</p> <p>Skill Level: 2</p>	<p>149915 Equipment Hire Manager</p> <p>Organises and controls the operations of an establishment engaged in the hiring out of equipment to companies involved in areas such as building and engineering construction, government, mining and resources, manufacturing, maintenance, special events, and to individuals for personal use.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Manages the stock, quality, and maintenance of equipment for hire</li><li>• Ensures compliance with safety regulations and industry standards</li><li>• Negotiates equipment hire agreements with clients</li><li>• Sources equipment and parts from vendors</li><li>• Oversees the selection, training, and performance of staff</li></ul>

## 221211 Company Secretary

<b>Existing</b>	<b>Proposed</b>
<p>221211 Company Secretary</p> <p>Plans, administer and reviews corporate compliance activities and effective practice concerning company board meetings and shareholdings, ensuring all business matters and transactions are managed and implemented as directed by the board.</p> <p>Skill Level: 1</p>	<p>221211 Company Secretary</p> <p>Plans, administer and reviews corporate compliance activities and effective practice concerning company board meetings and shareholdings, ensuring all business matters and transactions are managed and implemented as directed by the board.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Coordinates board and committee meetings, including logistics, agenda preparation, and distribution of meeting materials</li><li>• Develops and implements corporate governance policies and procedures</li><li>• Maintains accurate records of board and committee meetings, resolutions and actions</li><li>• Maintains accurate and up-to-date corporate records, including company registers, constitution and other legal documents</li><li>• Ensures compliance with all statutory and regulatory requirements</li><li>• Prepares and files required forms, reports, and notifications with regulatory bodies</li><li>• Provides administrative and secretarial support to the company</li></ul>



## 221212 Corporate Treasurer

### Existing

221212 Corporate Treasurer

Alternative Title:

- Financial Risk Manager

Manages corporate funding, liquidity and financial risk associated with the profitable development and operation of an organisation. May be involved in acquisitions, disposals and joint ventures.

Registration or licensing may be required.

Skill Level: 1

### Proposed

221212 Corporate Treasurer

Alternative Title:

- Financial Risk Manager

Manages corporate funding, liquidity and financial risk associated with the profitable development and operation of an organisation. May be involved in acquisitions, disposals and joint ventures.

Registration or licensing may be required.

Skill Level: 1

Main Tasks:

- Monitors and manages the organisation's cash flow and prepares forecasts and projections
- Supervises the organisation's share capital by preparing documents and share issues, and handling share transfers
- Collects, analyses and interprets information on the financial standing, cost structures and effectiveness of the organisation
- Devises, re-organises and establishes budgetary cost control and other accounting systems
- Develops and implements financial risk strategies and policies
- Conducts audits and investigations and prepares financial statement and reports for management, shareholders, and governing and statutory bodies
- Establishes audit objectives, and designs and implements audit methodologies, processes and audit report criteria
- Executes and manages financial transactions, including cash management, funding and investments

## 223111 Human Resource Adviser

<b>Existing</b>	<b>Proposed</b>
<p>223111 Human Resource Adviser</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Human Resource Consultant</li></ul> <p>Provides staffing and personnel administration services in support of an organisation's human resource policies and programs.</p> <p>Skill Level: 1</p> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Personnel Officer</li><li>• Workforce Planning Analyst</li></ul>	<p>223111 Human Resources Adviser</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"><li>• HR Adviser</li><li>• Human Resources Consultant</li></ul> <p>Provides staffing and personnel administration services in support of an organisation's human resource policies and programs. Ensures an equitable work culture exists, focussing on inclusion of employees of diverse backgrounds.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Arranges advertising of job vacancies, interviewing and testing of applicants, and selection of staff</li><li>• Maintains personnel records and associated human resources information systems</li><li>• Arranges the induction of staff and providing information on conditions of service, salaries and promotional opportunities</li><li>• Develops, plans and formulates enterprise agreements or collective contracts such as productivity-based wage adjustment procedures, workplace relations policies and programs, and procedures for their implementation</li><li>• Manages diversity programs, projects, training and communication logistics</li></ul> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Diversity, Equity, and Inclusion Specialist</li><li>• Personnel Officer</li><li>• Workforce Planning Analyst</li></ul>

## 223112 Recruitment Consultant

Existing	Proposed	
<p>223112 Recruitment Consultant</p> <p>Alternative Title:</p> <ul style="list-style-type: none"> <li>• Employment Consultant</li> </ul> <p>Interviews applicants to determine their job requirements and suitability for particular jobs and assists employers to find suitable staff.</p> <p>Skill Level: 1</p> <p>Specialisations:</p> <ul style="list-style-type: none"> <li>• Casting Agent</li> <li>• Literary Agent</li> </ul>	<p>223112 Recruitment Consultant</p> <p>Alternative Title:</p> <ul style="list-style-type: none"> <li>• Employment Consultant</li> </ul> <p>Interviews applicants to determine their job requirements and suitability for particular jobs, and assists employers to find suitable staff.</p> <p>Agents representing workers with specialised skills in the arts, entertainment or sports are included in this occupation.</p> <p>Employment Consultants are excluded from this occupation.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> <li>• Receives and records job vacancy information from employers, such as details about job description, wages and conditions of employment</li> <li>• Writes and places advertisements for jobs</li> <li>• Provides information on current job vacancies in the organisation to employers and job seekers</li> <li>• Arranges interviews for job seekers</li> <li>• Searches, vets, and introduces highly qualified candidates to companies</li> <li>• Seeks out candidates for senior, executive, and other highly specialised positions</li> <li>• May act as an agent for people seeking work in various fields, including photography, film, theatre, television, radio, literary, modelling, and sports</li> </ul>	<p>411728 Employment Consultant</p> <p>Alternative Title:</p> <ul style="list-style-type: none"> <li>• Job Coach</li> </ul> <p>Assists people to find suitable employment through collaboration with employers and clients and provision of ongoing support.</p> <p>Talent Agents are excluded from this occupation.</p> <p>Skill Level: 3</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> <li>• Recognises, supports and evaluates individuals' needs, interests, skills and past job experience</li> <li>• Plans, develops and implements capability building for individuals through training and support services</li> <li>• Creates and implements individualised plans with clients to support a clear pathway to employment</li> <li>• Coordinates with employers to find suitable employment for individuals</li> <li>• Builds and maintains relationships with employers and community organisations in order to obtain ongoing employment opportunities for clients</li> <li>• Assists individuals with job applications and requirements</li> <li>• Fosters long-term relationships with clients and provides ongoing support</li> </ul>

	<ul style="list-style-type: none"> <li>• May represent talented individuals and individuals with specialised skills in negotiating contracts and finding employment</li> </ul> <p>Specialisations:</p> <ul style="list-style-type: none"> <li>• Executive Search Specialist</li> <li>• Talent Agent</li> </ul>	<ul style="list-style-type: none"> <li>• May assist people with disability and neurodivergent individuals to find suitable employment by collaborating with employers and clients to ensure reasonable adjustments</li> </ul> <p>Specialisation:</p> <ul style="list-style-type: none"> <li>• Disability Employment Consultant</li> </ul>
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**Existing**

223113 Workplace Relations Adviser

Assists in resolving disputes by advising on workplace relations policies and problems, and representing industrial, commercial, union, employer or other parties in negotiations on rates of pay and conditions of employment.

Skill Level: 1

Specialisations:

- Industrial Relations Officer
- Trade Union Official
- Union Organiser

**Proposed**

223114 Union Organiser

Oversees, organises and promotes union recruitment, operations, mass meetings and communications. Provides advice to union officials, delegates and representatives and represents union members in industrial relations disputes or other proceedings. Acts on behalf of their union members to negotiate working conditions, wages and employment opportunities.

Skill Level: 3

Main Tasks:

- Oversees and promotes union operations
- Recruits new members to the union
- Advocates for reform or regulation of industry
- Provides advice to other union officials
- Develops effective structures, including union members' communications, at worksites
- Runs mass meetings with union members
- Identifies and develops new and existing delegates and health and safety representatives
- Uses knowledge of legislation, awards, collective agreements, employment contracts and wage payment systems to represent union members in industrial relations disputes and assist in disciplinary proceedings, tribunal or court
- Represents union members in negotiations or at conferences
- Visits union members at their place of work to check conditions

Specialisation:

- Union Official

223115 Workplace Relations Adviser

Alternative Title:

- Employment Relations Consultant

Assists employers in setting terms and conditions of employment. Resolves disputes by undertaking negotiations with staff on such matters as rates of pay and conditions of employment.

Skill Level: 1

Main Tasks:

- Undertakes negotiations on terms and conditions of employment in the workplace
- Examines and resolves disputes and grievances on behalf of the employer
- Studies and interprets legislation awards, collective agreements and employment contracts, wage payment systems and dispute settlement procedures
- Provides industrial relations advice
- Manages employee relations
- Promotes a positive work environment
- Mitigates risks associated with industrial disputes
- Manages employment discipline and performance management processes

Specialisation:

- Industrial Relations Consultant

<b>Existing</b>	<b>Proposed</b>
<p>223311 Training and Development Professional</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Training Officer</li></ul> <p>Plans, develops, implements and evaluates training and development programs to ensure management and staff acquire the skills and develop the competencies required by an organisation to meet organisational objectives.</p> <p>Skill Level: 1</p> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Education Officer (Air Force and Army)</li><li>• Training Systems Officer (Navy)</li><li>• ICT Trainer</li></ul>	<p>223311 Training and Development Professional</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"><li>• Learning and Development Consultant</li><li>• Training Coordinator</li><li>• Training Officer</li></ul> <p>Plans, develops, implements and evaluates training and development programs to ensure management and staff acquire the skills and develop the competencies required by an organisation to meet organisational objectives.</p> <p>Adult Education Teachers, TAFE Lecturers and TAFE Teachers are excluded from this occupation.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Identifies training needs and requirements of individuals and organisations</li><li>• Sets human resource development objectives and evaluates learning outcomes</li><li>• Prepares and develops instructional training material and aids such as handbooks, visual aids, online tutorials, demonstration models, and support training reference documentation</li><li>• Designs, coordinates, schedules and conducts training and development programs that can be delivered in the form of individual and group instruction, and facilitates workshops, meetings, demonstrations and conferences</li><li>• Liaises with external training providers to arrange delivery of specific training and development programs</li><li>• Monitors and performs ongoing evaluation and assessment of training quality and effectiveness, and reviews and modifies training objectives, methods and course deliverables</li><li>• Gathers, investigates and researches background materials to gain an understanding of various subject matters and systems</li><li>• Keeps up to date with new product version releases, advances in programming languages, application development software, and general information technology trends</li><li>• Writes end user products and materials such as user training, tutorial and instruction manuals, online help, and operating and maintenance instructions</li></ul>

Specialisations:

- Education Officer (Air Force and Army)
- ICT Trainer
- Training Systems Officer (Navy)
- Workplace Trainer and Assessor

## 224412 Policy Analyst

Existing	Proposed
<p>224412 Policy Analyst</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Policy Advisor</li></ul> <p>Develops and analyses policies guiding the design, implementation and modification of government or commercial operations and programs.</p> <p>Skill Level: 1</p> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Research and Evaluation Analyst (NZ)</li><li>• Foreign Policy Officer</li></ul>	<p>224412 Policy Analyst</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Policy Adviser</li></ul> <p>Develops and analyses policies guiding the design, implementation and modification of government or commercial operations and programs.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Liaises and consults with stakeholders to identify policy needs</li><li>• Reviews existing policies and legislation to identify anomalies and out-of-date provisions</li><li>• Researches social, economic and industrial trends, and client expectations of programs and services provided</li><li>• Formulates and analyses policy options, prepares briefing papers and recommendations for policy changes, and advises on preferred options</li><li>• Assesses impacts, financial implications, interactions with other programs, and both political and administrative feasibility of policies</li></ul> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Research and Evaluation Analyst (NZ)</li><li>• Foreign Policy Officer</li></ul>



<b>Existing</b>	<b>Proposed</b>
<p>224712 Organisation and Methods Analyst</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Procedures Analyst</li></ul> <p>Studies organisational structures, methods, systems and procedures.</p> <p>Skill Level: 1</p> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Change Management Facilitator</li><li>• Delivery Coach</li><li>• Industry Analyst</li><li>• Quality Auditor</li></ul>	<p>224712 Organisation and Methods Analyst</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Procedures Analyst</li></ul> <p>Studies organisational structures, methods, systems and procedures.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Analyses and evaluates current systems, capabilities and structures within an organisation</li><li>• Assists and implements the development of objectives, strategies and plans to improve an organisation's processes and structures</li><li>• Identifies inefficiencies and areas for improvement, and develops solutions to address organisational problems</li><li>• Prepares and recommends proposals to revise methods and procedures, alters work flows, redefines job functions and supports organisational innovations and improvements</li></ul> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Change Management Facilitator</li><li>• Delivery Coach</li><li>• Industry Analyst</li><li>• Quality Auditor</li></ul>

## 224713 Management Consultant

<b>Existing</b>	<b>Proposed</b>
<p>224713 Management Consultant</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Business Consultant</li></ul> <p>Assists organisations to achieve greater efficiency and solve organisational problems which exclude the deployment of quality systems and certification processes.</p> <p>Skill Level: 1</p> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Business Analyst</li><li>• Business Improvement Manager</li></ul>	<p>224713 Management Consultant</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Business Consultant</li></ul> <p>Assists organisations to achieve greater efficiency and solve organisational problems which exclude the deployment of quality systems and certification processes.</p> <p>ICT Business Analysts are excluded from this occupation.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Presents objective consultancy on management topics</li><li>• Researches and analyses clients' needs, identifies and assesses problems and analyses specific areas of an organisation such as their current systems</li><li>• Assists and encourages the development of objectives, strategies and plans aimed at achieving optimal customer experiences and satisfaction and the effective use of organisations' resources and capabilities</li><li>• Advises clients on recommendations based on analyses of current-state gaps to provide solutions to organisational problems</li><li>• Assists in implementing approved recommendations</li><li>• Provides coaching and mentoring to individuals and teams to build specific capabilities</li></ul> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Business Analyst (non-ICT)</li><li>• Business Improvement Manager</li></ul>

## 224714 Supply Chain Analyst

<b>Existing</b>	<b>Proposed</b>
<p>224714 Supply Chain Analyst</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>Logistics Analyst</li></ul> <p>Analyse product delivery or supply chain processes to identify or recommend changes. May manage route activity including invoicing, electronic bills and shipping tracing.</p> <p>Dispatch and Receiving Clerks are excluded from this occupation. Dispatch and Receiving Clerks are included in unit group 5912.</p> <p>Skill Level: 1</p>	<p>224714 Supply Chain Analyst</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>Logistics Analyst</li></ul> <p>Analyse product delivery or supply chain processes to identify or recommend changes. May manage route activity including invoicing, electronic bills and shipping tracing.</p> <p>Despatch and Receiving Clerks are excluded from this occupation.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>Collects and analyses supply chain data to identify areas for improvement and optimise operational efficiencies</li><li>Conducts inventory analysis and prepares comprehensive reports to monitor stock levels, identifies discrepancies, and ensures optimal inventory management</li><li>Prepares and recommends proposals to revise methods and procedures, alters work flows, redefines job functions, and supports organisational innovation and improvements</li><li>Assesses supply chain risks by developing strategies and contingency plans to resolve challenges and minimise disruptions</li><li>Assists in implementing approved recommendations to supply chain teams</li></ul>

## 224913 Migration Agent / Immigration Consultant

<b>Existing</b>	<b>Proposed</b>
<p>224913 Migration Agent / Immigration Consultant</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Migration Consultant</li></ul> <p>Provides information and advice to potential migrants, prepares and lodges visa applications, and acts as an intermediary to legally represent clients during visa processing and before review bodies. Liaises with Legal Professionals in relation to judicial review matters.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 1</p>	<p>224913 Migration Agent</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"><li>• Immigration Consultant</li><li>• Migration Consultant</li></ul> <p>Provides information and advice to potential migrants, prepares and lodges visa applications, and acts as an intermediary to legally represent clients during visa processing and before review bodies. Liaises with Legal Professionals in relation to judicial review matters.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Conducts research and provides immigration advice and assistance to clients</li><li>• Prepares and lodges immigration, citizenship and visa applications</li><li>• May represent clients at tribunals and before administrative bodies</li><li>• Liaises with Legal Professionals in relation to judicial matters</li></ul>

## 224999 Information and Organisation Professionals nec

Existing	Proposed	
<p>224999 Information and Organisation Professionals nec</p> <p>This occupation group includes Information and Organisation Professionals not elsewhere classified.</p> <p>Skill Level: 1</p> <p>Occupations in this group include:</p> <ul style="list-style-type: none"> <li>Electoral Officer</li> </ul>	<p>224915 Cost Controller</p> <p>Alternative Title:</p> <ul style="list-style-type: none"> <li>Project Cost Controller</li> </ul> <p>Measures, analyses and monitors the cost of projects throughout their lifecycle to ensure completion within allocated budgets and recommends changes to reduce expenses.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> <li>Analyses production and cost data to determine if projects will be completed within the allocated budget and to forecast expenses and potential cost savings</li> <li>Analyses and maintains records of the variance between allocated budgets and actual project costs using cost control tools</li> <li>Oversees the distribution of budgeted funds throughout the lifecycle of projects to identify variances and provide recommendations to minimise cost overruns</li> <li>Develops and analyses cost reports and communicates the results to the project team and managers</li> </ul>	<p>224999 Information and Organisation Professionals nec</p> <p>This occupation comprises Information and Organisation Professionals not elsewhere classified.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>Electoral Officer</li> </ul> <p>Skill Level: 1</p>