

MAJOR GROUP 1

MANAGERS AND ADMINISTRATORS

- 11 Legislators and Government Appointed Officials**
- 12 General Managers**
- 13 Specialist Managers**
- 14 Farmers and Farm Managers**
- 15 Managing Supervisors (Sales and Service)**
- 16 Managing Supervisors (Other Business)**

MAJOR GROUP 1

1	MANAGERS AND ADMINISTRATORS
11	LEGISLATORS AND GOVERNMENT APPOINTED OFFICIALS
1101	PARLIAMENTARIANS, COUNCILLORS AND GOVERNMENT REPRESENTATIVES
1101-11	Member of Parliament
1101-99	Parliamentarians, Councillors and Government Representatives nec
1103	JUDGES, MAGISTRATES AND MEDIATORS
1103-11	Coroner
1103-13	Judge
1103-15	Magistrate
1103-17	Administrative Appeals Tribunal Member
1103-19	Industrial Tribunal Member
12	GENERAL MANAGERS
1201	GENERAL MANAGERS
1201-11	General Manager
13	SPECIALIST MANAGERS
1301	FINANCE MANAGERS
1301-11	Finance Manager
1303	SALES AND MARKETING MANAGERS
1303-11	Sales and Marketing Manager
1305	PRODUCTION MANAGERS
1305-11	Production Manager (Manufacturing and Mining)
1305-13	Producer (Media)
1307	SUPPLY AND DISTRIBUTION MANAGERS
1307-11	Supply and Distribution Manager
1309	PERSONNEL AND INDUSTRIAL RELATIONS MANAGERS
1309-11	Personnel and Industrial Relations Manager
1311	DATA PROCESSING MANAGERS
1311-11	Data Processing Manager
1313	PUBLIC POLICY MANAGERS
1313-11	Public Policy Manager
1315	DIRECTORS OF NURSING
1315-11	Director of Nursing

MANAGERS AND ADMINISTRATORS

1317	EDUCATION MANAGERS
1317-11	School Principal
1317-99	Education Managers nec
1319	COMMISSIONED OFFICERS (MANAGEMENT)
1319-11	Commissioned Police Officer
1319-13	Commissioned Fire Officer
1319-15	Commissioned Defence Force Officer (Management)
1319-91	Trainee Officer (Defence Forces)
1399	OTHER SPECIALIST MANAGERS
1399-11	Engineering Manager
1399-13	Research Manager
1399-99	Specialist Managers nec
14	FARMERS AND FARM MANAGERS
1401	FARMERS AND FARM MANAGERS
1401-11	Grain, Oilseed and Pasture Grower
1401-13	Sugar Cane Grower
1401-15	Tobacco Grower
1401-17	Beef Cattle Farmer
1401-19	Dairy Farmer
1401-21	Sheep Farmer
1401-23	Pig Farmer
1401-25	Poultry Farmer
1401-27	Horse Breeder
1401-29	Mixed Farmer
1401-31	Fruit and Nut Grower
1401-33	Vegetable Grower
1401-35	Apiarist
1401-91	Trainee Farmer
1401-99	Farmers and Farm Managers nec
15	MANAGING SUPERVISORS (SALES AND SERVICE)
1501	SHOP MANAGERS
1501-11	Shop Manager
1503	RESTAURANT AND CATERING MANAGING SUPERVISORS
1503-11	Restaurant and Catering Managing Supervisor
1505	ACCOMMODATION AND TAVERN MANAGING SUPERVISORS
1505-11	Hotel/Motel Manager
1505-13	Caravan Park Manager

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1505-99	Accommodation and Tavern Managing Supervisors nec
1507	FINANCIAL INSTITUTION BRANCH MANAGERS
1507-11	Financial Institution Branch Manager
1599	OTHER MANAGING SUPERVISORS (SALES AND SERVICE)
1599-11	Hairdressing Establishment Managing Supervisor
1599-13	Sports Centre Manager
1599-15	Postmaster/mistress
1599-17	Real Estate Agency Manager
1599-19	Bookmaker
1599-21	Railway Station Master/Mistress
1599-99	Managing Supervisors (Sales and Service) nec
16	MANAGING SUPERVISORS (OTHER BUSINESS)
1601	MANAGING SUPERVISORS (OTHER BUSINESS)
1601-11	Importer-Exporter
1601-13	Professional Builder
1601-15	Building Contractor
1601-17	Wholesaler
1601-19	Manufacturer
1601-99	Managing Supervisors (Other Business) nec

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MANAGERS AND ADMINISTRATORS

1101-11 MEMBER OF PARLIAMENT

Participates in the activities of Federal or State Parliament as the elected member for a Parliamentary constituency.

SKILL LEVEL

Previous Experience: Substantial experience in public life or community activities.

TASKS Include:

- Assists in the moulding of government policy and the formulating, amending and repealing of legislation.
- Votes for or against specific motions and Bills put before the House.
- Represents the interests of constituents by speaking in debates and holding discussions with Ministers.
- Attends community functions and meetings of local groups to gauge public opinion and provide information on government plans.
- Asks questions of Ministers.
- Introduces proposals for government action and serves public and electoral interests.
- Investigates matters of concern to the public or to particular persons or groups.
- May serve as a member on Parliamentary Committees or Inquiries.
- May present petitions on behalf of concerned groups.

SPECIALISATIONS

Premier

Prime Minister

Presides over Cabinet to formulate policies.

Advises the Governor or Governor-General on government policy.

Government Minister

Senator

1101-99 PARLIAMENTARIANS, COUNCILLORS AND GOVERNMENT REPRESENTATIVES NEC

This residual grouping covers Crown and government representatives, and elected local government officials not elsewhere classified.

SKILL LEVEL

Previous Experience: Substantial experience in law, administration, armed services or public life.

SPECIALISATIONS

Ambassador

Consul-General

Head of Diplomatic Mission

High Commissioner

Represents the Australian Government as the Principal Diplomatic Representative accredited to one or more foreign governments.

Conducts diplomatic relations with foreign governments.

Manages the operations and staff of embassies, consulates or high commissions.

Handles official communications between governments, including the signing of treaties and agreements.

Administers the provision of services to Australian citizens overseas.

Offers policy advice to Australian Governments on relations with other countries.

Alderman/woman

Mayor/Mayoreess

Represents the interests of ratepayers and directs local government administration.

Governor

Governor-General

Northern Territory Administrator

1103-11 CORONER

Conducts investigations and hearings into deaths of individuals within areas of jurisdiction prescribed by law.

SKILL LEVEL

Previous Experience: 10 years as a legal practitioner.

TASKS Include:

- Orders autopsies and presides at inquests to determine causes of accidental, violent, unnatural or unexplained deaths.
- Views bodies, procures services of expert witnesses, and examines witnesses under oath.
- Authorises the disposal of bodies by issuing cremation or burial certificates.
- Confers with officials of health and law enforcement agencies to gather information relating to cases.
- Reports on findings for permanent records.
- Directs personal staff or procures services of trained personnel engaged in conducting autopsies, pathological or toxicological analyses or in gathering data for testimony.
- May commit persons for trial for offences of murder, manslaughter or culpable driving, and issue warrants for arrest.
- May conduct inquests into the causes of fires to determine responsibility.
- May summon and swear-in jurors for inquest proceedings.

1103-13 JUDGE

Presides over the operations of courts of law.

SKILL LEVEL

Previous Experience: 5-20 years as a barrister.

TASKS Include:

- Conducts trials and hearings, decides appeals and determines questions of law in accordance with established procedures.

- Hears and considers legal argument, evidence and submissions.
- Passes sentence, awards damages, issues court orders and writs, upholds or dismisses appeals and determines questions of law.
- Produces written judgements, appeal decisions and legal determinations.
- May instruct juries on matters of law.
- May conduct Royal Commissions and other official enquiries.

SPECIALISATION**Justice of the High Court**

Decides appeals and determines constitutional questions.

1103-15 MAGISTRATE

Hears and adjudicates summary matters at law.

SKILL LEVEL

Previous Experience: 10 years as a legal practitioner.

TASKS Include:

- Hears arguments and evidence in civil and criminal summary matters.
- Evaluates evidence, decides issues and announces findings.
- Decides sentences and penalties within statutory limits such as fines, reprimands or detention.
- Awards damages in civil matters.

1103-17 ADMINISTRATIVE APPEALS TRIBUNAL MEMBER

Reviews and receives appeals on administrative decisions made by Commonwealth ministers, authorities and officials under Statutes of the Commonwealth.

SKILL LEVEL

Previous Experience: 5-15 years as a legal practitioner or in public administration.

TASKS Include:

- Convenes preliminary conferences to resolve matters, and orders full hearings.
- Hears evidence and argument, and rules on questions of procedure.
- Interprets laws in relation to cases in dispute.
- Announces findings and decisions.
- Confirms or overrules decisions, or orders rehearings.

1103-19 INDUSTRIAL TRIBUNAL MEMBER

Conciliation and Arbitration Commissioner

Hears industrial disputes as a neutral third party to help management and unions resolve differences, and arbitrates on issues and makes awards.

SKILL LEVEL

Previous Experience: 15 years as a legal practitioner or industrial relations officer.

TASKS Include:

- Confers with management and labour representatives separately or collectively to obtain their attitudes on contentious issues.
- Acts as a channel of communication between the parties, conducting meetings with them separately.
- Chairs meetings to reach solutions to disputes.
- Prepares settlement memoranda and obtains signatures of parties.
- Exercises arbitral powers if resolution is not achieved or seems improbable through conciliation.
- May call compulsory conferences to achieve resolutions.
- May hear witnesses called by the parties or by tribunals, and take evidence on oath or affirmation.
- May authorise inspections on behalf of tribunals or conduct inspections at which the parties are present.

1201-11 GENERAL MANAGER

Develops and reviews policy, and plans, organises and controls major functions of industrial, commercial, governmental or other establishments through subordinate executives.

SKILL LEVEL

Previous Experience: 5-10 years as a specialist manager.

TASKS Include:

- Directs the policy and operations of companies, authorities or institutions for the achievement of policy objectives, increased profit or market control.
- Establishes organisation objectives, policies and programs and sets standards and targets.
- Analyses economic, social, technical, legal and other data or trends.
- Appraises the activities of institutions according to strategies and objectives, and monitors and evaluates performance.
- Consults with subordinate staff and reviews recommendations and reports.
- Co-ordinates subordinate staff to optimise the use of human and material resources to achieve goals.
- Resolves conflicts between areas of responsibility.
- Prepares or arranges the preparation of reports, budgets and forecasts and presents them to governing bodies.

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- Ensures the security and development of assets and resources.
- Represents organisations in negotiations, at conventions, seminars and official occasions, and liaises with other organisations.
- Selects or approves the selection of senior staff.
- Authorises funds to implement policies and programs.
- Provides overall direction and management of enterprises, including personnel, technological resources and assets.
- May undertake responsibility for some or all of accounting, sales, marketing, personnel or other specialist operations in smaller establishments.

SPECIALISATIONS

Chief Executive
Fire Commissioner
Hospital Administrator
Head of Government Department
Managing Director
Managing Editor
Medical Superintendent
Ombudsman/woman
Police Commissioner
Regional Manager
Trade Union Secretary
Air Force ranks, Air Commodore and above
Army ranks, Brigadier and above
Naval ranks, Commodore and above

1301-11 FINANCE MANAGER

Finance Director

Administers the financial activities of organisations and provides financial assessments.

SKILL LEVEL

Previous Experience: 5-10 years as an accountant.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- In consultation with other management, makes recommendations on financial policy.
- Plans the financial operations of organisations.
- Provides financial information and interpretations to other management.
- Co-ordinates the development, implementation and monitoring of financial accounting and related systems.
- Directs the collection of financial and accounting information and the preparation of budgets, reports and forecasts.
- Co-ordinates the design, implementation and monitoring of computerised accounting and administrative systems.
- Controls the selection and training of finance staff.
- Directs and co-ordinates economic research.

MANAGERS AND ADMINISTRATORS

- Gives assessments of proposals involving financial expenditure and of the financial status of operational projects.
- Controls activities such as taxation, credit policy, cash flow and investment policy, costing and expense control, preparation of tenders, administration of contracts, insurance arrangements and property administration.
- May control the activities of non-finance areas such as data processing, administration and secretarial services.

SPECIALISATIONS

Company Secretary

Treasurer (except government)

Controls cash and investments and administers loans portfolios.

Chief Accountant

RELATED OCCUPATIONS

Unit Group 2701 Accountants

Unit Group 6101 Securities and Finance Dealers

1303-11 SALES AND MARKETING MANAGER

Plans and directs the sales and marketing activities of organisations.

SKILL LEVEL

Previous Experience: 5-10 years as a public relations officer.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- In consultation with other managers sets sales and marketing policy.
- Plans sales and marketing operations including market research, advertising, promotion, distribution, pricing and selling.
- Organises and controls sales activities by setting product mix, geographical sales areas and customer service standards.
- Directs merchandising methods and distribution policy by co-ordinating the work of salespersons or organising agents and distributors.
- Controls sales methods and arrangements by setting prices and credit arrangements.
- Directs and controls marketing by planning and running advertising campaigns and promotional activities, product management and market analysis and research.
- Monitors customer service, invoicing, payments and administration costs.
- Directs research work and monitoring of sales and marketing activity to produce reports, give recommendations and advice and to formulate changes.
- Directs the development of initiatives such as new products, new marketing techniques, new advertising campaigns, incentive bonus schemes and the dropping of unprofitable products.
- May control related activities such as distribution and transport.

SPECIALISATIONS

Advertising Manager
Export Manager
Merchandise Manager

1305-11 PRODUCTION MANAGER (MANUFACTURING AND MINING)

Plans and directs the production activities of organisations to optimise resource use, minimise costs and maintain quality standards.

SKILL LEVEL

Previous Experience: 5-10 years as an industrial or mining engineer.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Plans production policy in consultation with other managers.
- Plans details of production activity in terms of output quality and quantity, cost, time available, and labour requirements.
- Prepares work programs to achieve planned production and directs production control activities.
- Controls use of production plant facilities through planning of maintenance, designation of operating hours and supply of parts and tools.
- Controls and directs production staff, organises staff selection, training, development and utilisation.
- Co-ordinates and directs quality control procedures, and the implementation of safety requirements, and ensures statutory requirements are met.
- Directs monitoring of production and research into new and improved production methods and products.
- Controls the preparation of production records and reports.
- Gives advice and information on production to other managers and clients.
- Recommends and implements initiatives such as new techniques and products, purchases of new machinery and changes in staff levels.
- Monitors the efficiency of staff, procedures and production costs.

SPECIALISATIONS

Plant Manager
Quality Control Manager
Works Manager

RELATED OCCUPATION

Occupation 1601-19 Manufacturer

1305-13 PRODUCER (MEDIA)

Plans and directs publishing, artistic and theatrical productions.

SKILL LEVEL

Previous Experience: 5-10 years as a film, television and stage director, or as a film editor.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Plans production policies in consultation with technical experts.
- Plans details of production activities in terms of output quality and quantity, cost, time available, labour and material requirements.
- Prepares work programs to achieve planned production and directs production control activities.
- Controls the use of production facilities such as studios and editing equipment, stage equipment and rehearsal time.
- Controls and directs production staff, organises staff selection, training, development and utilisation.
- Controls the quality of production.
- Recommends and implements initiatives such as changes in personnel, facilities and objectives.
- Monitors production costs.
- Controls communications by chairing meetings of production staff.
- Co-ordinates the work of specialised staff.

SPECIALISATIONS

Executive Producer
Studio Manager
Television Producer

RELATED OCCUPATIONS

Unit Group 2811 Film, Television and Stage Directors

1307-11 SUPPLY AND DISTRIBUTION MANAGER

Plans and directs the supply and distribution activities of organisations.

SKILL LEVEL

Previous Experience: 5-10 years as a business professional.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Plans purchasing, storage and distribution policy in consultation with other managers.
- Prepares plans for purchasing, storage and distribution operations to minimise costs and maintain stock levels.

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- Directs and controls ordering, purchasing and delivery of goods by co-ordinating research into supply options, arranging liaison with suppliers, enforcing quality and cost levels, negotiating contracts and directing the recording of transactions.
- Directs and controls the storage of goods by obtaining assessments of storage options, directing the planning and maintenance of storage and inventory systems, and controlling stock levels.
- Monitors inventory levels and service standards.
- Directs and monitors the activities of supply and distribution staff.

SPECIALISATIONS

Military Supply Officer
Procurement Manager
Purchasing Manager
Shipping Manager
Supply Manager
Transport Manager

1309-11 PERSONNEL AND INDUSTRIAL RELATIONS MANAGER

Plans and directs the personnel and industrial relations activities of organisations.

SKILL LEVEL

Previous Experience: 5-10 years as a business professional.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Plans the personnel and industrial relations policy of organisations in consultation with other managers.
- Develops plans and strategies for personnel and industrial relations areas.
- Monitors industrial relations developments to prevent and settle disputes.
- Controls activities such as personnel administration, staff selection and training, labour relations, wage and salary administration, security, health and safety, and employee benefits.
- Monitors employment costs and productivity levels.
- May train and advise other managers in personnel and industrial relations matters.

SPECIALISATIONS

Organisation and Methods Manager

Manages consulting and service activities aimed at achieving improved efficiency and making savings in the operations of an organisation.

Occupational Health and Safety Manager
Training Manager

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1311-11 DATA PROCESSING MANAGER

Plans and directs the data processing activities of organisations.

SKILL LEVEL

Previous Experience: 10 years experience as a computing professional.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Plans data processing policy in consultation with other managers.
- Directs data processing operations and sets priorities between development, maintenance and operating.
- Directs the selection, installation and use of computing equipment and software.
- Controls the selection and training of computing professionals and operators, and monitors their performance.
- Controls the security of data processing systems.
- Directs maintenance work and quality control.
- Monitors the operations of electronic data processing systems and develops improvements.

SPECIALISATIONS

Information Systems Manager
Operations Manager (Data Processing)
Systems Manager (Data Processing)

1313-11 PUBLIC POLICY MANAGER

Public Service Manager

Administers the policy and program activities of federal, state or territory government departments or autonomous authorities.

SKILL LEVEL

Previous Experience: 10-20 years as a professional.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Gives advice and information on an area of government policy.
- Directs and co-ordinates program activities and policy formulation.
- Implements government directives and policies.
- Provides briefings to government ministers.
- Drafts, or co-ordinates and supervises the drafting of, correspondence in reply to letters to Ministers or requests for information.
- Prepares papers on issues under consideration, for discussion or advice.

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SPECIALISATION

Section Head (Public Service)

1315-11 DIRECTOR OF NURSING

Matron

Administers the nursing activities in hospitals or other health agencies directly or through other managers and supervisors.

SKILL LEVEL

Education: 1 year graduate diploma.

Previous Experience: 2-5 years as a registered nurse.

Registration/Licensing: State Registration as a double certificate nurse.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Plans nursing policies in consultation with other managers.
- Plans nursing activities and establishes procedures and standards for nursing staff.
- Controls the selection of nursing staff.
- Directs the activities of nursing staff.
- Monitors and controls expenditure on nursing staff and the use of supplies, equipment and services.
- Monitors performance of nursing staff and ensures that nursing care is of a high standard.

SPECIALISATIONS

Nurse Administrator
Nursing Superintendent

1317-11 SCHOOL PRINCIPAL

Headmaster/mistress

Administers the operations of schools.

SKILL LEVEL

Previous Experience: 5-10 years as a senior teacher.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Co-ordinates the educational and administrative affairs of schools.
- Interviews parents and new pupils.
- Prepares or directs curricula and extra curricular programs and outlines study courses.
- Determines text-books to be used and arranges for procurement of books and supplies.
- Arranges for internal examinations.
- Enforces school discipline.
- Controls expenditure of school funds to meet budgets.

- Represents schools at community and administrative meetings.
- May perform teaching tasks.

RELATED OCCUPATIONS

Minor Group 24 School Teachers

1317-99 EDUCATION MANAGERS NEC

This residual grouping covers Education Managers not elsewhere classified.

SKILL LEVEL

Education: 15-20 years as a university or CAE teacher.

SPECIALISATIONS

Dean
Faculty Head

RELATED OCCUPATIONS

Unit Group 2501 University and CAE Teachers

1319-11 COMMISSIONED POLICE OFFICER

Manages the activities of parts of police forces.

SKILL LEVEL

Previous Experience: 10 years as a member of a police force.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Plans, directs and implements operational programs for a police region, section or specialised unit.
- Directs, controls and monitors the activities of subordinate staff, and maintains discipline.
- Directs, controls and monitors record keeping systems and the preparation of reports.
- May direct and control the operation of communications systems.

RELATED OCCUPATIONS

Minor Group 35 Police

1319-13 COMMISSIONED FIRE OFFICER

Manages the activities of part of a fire brigade or service.

SKILL LEVEL

Previous Experience: 10 years as a fire fighter.

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TASKS Include:

- Performs tasks covered by the generic title Manager.
- Develops and implements fire service policies and administers rules and regulations to enforce fire prevention.
- Co-ordinates the provision and maintenance of fire facilities and equipment.

RELATED OCCUPATIONS

Unit Group 7211 Fire Fighters

1319-15 COMMISSIONED DEFENCE FORCE OFFICER (MANAGEMENT)

Manages an organisational unit composed of officers and other ranks in the Navy, Army and Air Force during times of war and peace.

SKILL LEVEL

Education: 3 year degree.

On-the-job Training: 1-2 years.

Previous Experience: 3-5 years service after completion of training as a trainee officer (defence forces).

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Prepares estimates and budgets for, and controls expenditure of, units (the term 'unit' referring to all units between and including a 'section' in the Navy and the Air Force or a 'platoon' in the Army, and a 'base' or 'staff directorate' in all services).
- Plans, co-ordinates and monitors the operational training of subordinate officers, other ranks and trainees in military skills and practices, to prepare for war.
- Prepares reports for superior officers, giving information and recommendations concerning defence policy.
- Prepares and executes operational and tactical plans during war to achieve objectives set by headquarters and commanding officers.
- Performs ceremonial and public tasks.

SPECIALISATIONS

Captain (Defence Forces)

Colonel

Flight Lieutenant

Group Captain

Lieutenant (Navy)

1319-91 TRAINEE OFFICER (DEFENCE FORCES)

Studies and trains to gain the skills of management in one of the armed services.

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SKILL LEVEL

Education: year 12.

TASKS Include:

- Trains and studies to gain the skills necessary for the performance of tasks of commissioned defence force officers.

SPECIALISATIONS

Midshipman

Officer Cadet

1399-11 ENGINEERING MANAGER

Plans and directs the engineering activities of organisations.

SKILL LEVEL

Previous Experience: 5-10 years as an engineer.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Directs and controls the engineering and technical operations of organisations in consultation with other managers and professionals to ensure that standards of quality, cost, safety and performance are observed and that time schedules are met.
- Interprets plans, drawings and specifications and gives advice to other managers.
- Plans engineering methods, policies and procedures.
- Evaluates proposals and checks details of plans.
- Establishes work schedules and project budgets.
- Ensures conformity with specifications and plans and with laws, regulations and safety standards.
- Co-ordinates the activities of engineering staff and controls engineering staff selection and training.

RELATED OCCUPATIONS

Minor Group 22 Building Professionals and Engineers

1399-13 RESEARCH MANAGER

Plans and directs the research and development activities of organisations.

SKILL LEVEL

Previous Experience: 5-10 years as a professional.

TASKS Include:

- Performs tasks covered by the generic title Manager.
- Plans the research activities of organisations in consultation with other managers, setting research objectives and time and cost constraints.

- Directs research activities and formulates research programs.
- Monitors the cost and effectiveness of research activities to optimise resources and maintain professional standards.
- Controls selection and training of research staff.
- Directs the recording and reporting of research activities and results.
- Provides advice on research to other managers.
- Assesses research results and procedures and recommends initiatives.

SPECIALISATIONS

Market Research Manager
Research and Development Manager

1399-99 SPECIALIST MANAGERS NEC

This residual grouping covers Specialist Managers not elsewhere classified.

SKILL LEVEL

Previous Experience: 5-10 years as a professional or para-professional.

SPECIALISATIONS

Religious Administrator
 Manages the activities of religious organisations.
Marine Engineer Superintendent
 Controls the operation and maintenance of fleets of ships.
Ambulance Superintendent
Library Manager

1401-11 GRAIN, OILSEED AND PASTURE GROWER

Grain, Oilseed and Pasture Farm Manager

Performs farming operations to grow one or more cereal grain, oilseed or protein crops.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Assesses maturity of crops to decide time of harvesting.

SPECIALISATIONS

Seed Farmer
Wheat Farmer

1401-13 SUGAR CANE GROWER

Sugar Cane Farm Manager

Performs farming operations to grow sugar cane.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Plants cane stalks and fertilises soil.
- Determines harvest timing in consultation with mill management.
- Burns crops prior to harvest to remove leaves, weeds and other extraneous matter which can impede harvesting and milling operations.
- May shave stubble to encourage regrowth.
- May operate harvesters or bin haul-out tractors.

1401-15 TOBACCO GROWER

Tobacco Farm Manager

Performs farming operations to grow tobacco.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Transplants seedlings in paddocks using tractor-drawn planters.
- Places harvested tobacco leaves in racks for curing in a bulk curing barn.
- Controls temperature, moisture and air movement through the tobacco leaves during curing.
- Bales tobacco in accordance with grade schedules.

1401-17 BEEF CATTLE FARMER

Cattle Grazier
 Beef Cattle Farm Manager

Performs farming operations to breed and raise beef cattle.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- May attend stock sales.

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SPECIALISATIONS

Beef Cattle Stud Farmer

Raises stud beef cattle by selective breeding to improve their characteristics.

Beef Cattle Station Manager

Buffalo Farmer

1401-19 DAIRY FARMER

Dairy Farm Manager

Performs farming operations to breed and raise dairy cattle for milk production and sale as breeding stock or meat.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Plans milking schedules and milks cows using milking machines.
- Implements breeding programs.
- Disposes of dairy effluent.
- Cleans sheds and sterilises milking machines and equipment to maintain product quality and health standards.
- Sells cull cows for meat.

SPECIALISATION

Dairy Cattle Stud Farmer

Raises stud dairy cattle by selective breeding to improve their characteristics.

1401-21 SHEEP FARMER

Sheep Farm Manager

Performs farming operations to breed and raise sheep for production of wool, meat and breeding stock.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Organises shearing programs.
- Markets sheep for slaughter and as breeding stock.
- Markets wool.
- May shear and crutch sheep, class wool and attend wool auctions.

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SPECIALISATIONS

Sheep Stud Farmer

Raises stud sheep by selective breeding to improve their characteristics.

Sheep Station Manager

Wool Grower

1401-23 PIG FARMER

Pig Farm Manager

Performs farming operations to raise pigs for the production of meat.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Plans and implements pig herd breeding programs.
- Organises the formulation and mixing of feed, and feeds and waters pigs.
- Ensures piggeries are maintained and cleaned.

SPECIALISATION

Pig Breeder

Raises pigs by selective breeding to improve their characteristics.

1401-25 POULTRY FARMER

Poultry Farm Manager

Performs farming operations to raise chickens, turkeys, ducks or other poultry for egg and meat production.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Supplies feed and water, protection from the elements, and comfortable temperature, ventilation and lighting conditions for poultry.
- Cleans and disinfects equipment, pens, sheds and cages.
- Collects, grades and packages eggs, or catches and loads poultry for slaughter.
- Observes egg quality, bird bodyweight and condition, and adjusts feeding programs.
- Organises culling and selling of non-productive poultry.

SPECIALISATIONS

Chicken Meat Producer

Egg Producer
Hatchery Manager

1401-27 HORSE BREEDER

Horse Stud Manager

Performs farming operations to breed horses.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Studies records of bloodlines, physical appearance and performance characteristics of horses to determine breeding combinations.
- Selects and arranges purchase of bloodstock.
- Mates mares with selected stallions.
- Assists with foaling.
- Records breeding, dietary and other stud information.
- Exercises horses.

SPECIALISATIONS

Horse Stud Farmer
Stud Master/Mistress

1401-29 MIXED FARMER

Mixed Farm Manager

Performs farming operations to breed and raise livestock and grow crops.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Builds and repairs fences and stockyards.
- Stores hay as fodder or silage.

1401-31 FRUIT AND NUT GROWER

Fruit and Nut Farm Manager

Performs farming operations to grow fruits, nuts and other horticultural crops.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Mulches and cultivates plants, and fertilises crops.
- Grafts new varieties to root stock.
- Plants ground crops between rows of trees and bushes to control weeds and soil temperature.
- May construct wire trellises to support vines and fruit.
- May sun-dry stone and vine fruits.
- May operate cool stores or controlled atmosphere storages.

SPECIALISATIONS

Orchardist
Viticulturist

1401-33 VEGETABLE GROWER

Vegetable Farm Manager

Performs farming, market garden or greenhouse operations to grow vegetables and other horticultural crops.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

TASKS Include:

- Performs tasks covered by the generic title Farmer.
- Plants seeds and seedlings in fields, using farm machinery and garden tools.
- Thins and weeds crops.
- May plant seeds in greenhouses and regulate temperature, light and humidity.

SPECIALISATIONS

Olericulturist
Grows herbs and related vegetables.
Market Gardener

1401-35 APIARIST

Beekeeper

Operates apiaries to produce honey, pollen, royal jelly, wax and queen bees.

SKILL LEVEL

Previous Experience: Up to 4 years as an apiary assistant.

MAJOR GROUP 1

TASKS Include:

- Manufactures, or purchases and assembles, bee hives.
- Purchases bees, protective clothing and other supplies and equipment.
- Transports beehives to apiary sites which have been assessed for honey production potential.
- Inserts honeycombs into hives.
- Administers medication to bees.
- Forces bees from hive components to remove honeycombs.
- Removes honey from honeycombs.
- Maintains and repairs beehives and associated equipment.
- May package honey and negotiate sale.
- May re-queen colonies.
- May rear, or buy or sell, queen bees.
- May negotiate to provide pollination services for other farmers.
- May process and clean beeswax.

1401-91 TRAINEE FARMER

Trainee Farm Manager

Performs routine farming tasks and learns the skills of farming.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Progressively performs tasks covered by the generic title Farmer according to a training schedule.

SPECIALISATIONS

Jackaroo

Jillaroo

Assists in the operation of sheep and cattle stations.

Farm Apprentice

1401-99 FARMERS AND FARM MANAGERS NEC

This residual grouping covers Farmers and Farm Managers not elsewhere classified.

SKILL LEVEL

Previous Experience: 2-5 years as a farm hand or trainee farmer.

MANAGERS AND ADMINISTRATORS

SPECIALISATIONS

Oyster Farmer

Maintains hatcheries to produce fish fry or seed oysters.

Transports fish fry or sticks of seed oysters to new tanks or beds.

Harvests, grades and packs fish or oysters.

Commercial Flower Grower

Cotton Grower

Fish Farmer

Goat Farmer

1501-11 SHOP MANAGER

Plans and controls the operations of retail trading establishments.

SKILL LEVEL

Previous Experience: 5-10 years as a sales representative or sales assistant.

Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Displays and sells merchandise.
- Provides information about merchandise to staff and customers.
- Ensures that shop premises, fixtures and fittings are cleaned and maintained.

SPECIALISATIONS

Take-Away Food Outlet Manager

Arranges for fast and efficient preparation, cooking and sale of perishable foods for customers.

Bookshop Manager

Delicatessen Manager

Dry Cleaning Establishment Manager

General Storekeeper

Greengrocer

Hardware Store Manager

Milk Bar Manager

Newsagent

Service Station Manager

Stationer

Supermarket Manager

1503-11 RESTAURANT AND CATERING MANAGING SUPERVISOR

Plans and controls the operations of dining establishments such as restaurants, cafeterias, canteens, bistros and clubs.

SKILL LEVEL

Education: 3 year associate diploma.

On-the-Job Training: 2 years.

Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Confers with cooks to plan menus.
- Plans and organises special functions.
- Inspects dining rooms, kitchens and storage facilities to ensure they are clean, functional, pleasing in appearance and meet health regulations.
- Checks quality and portion control of food leaving kitchen.
- May receive and record telephone reservations, greet and escort guests to tables.

SPECIALISATIONS**Caterer**

Provides catering services at functions.

Canteen Manager**Mess Supervisor (Defence Forces)****Restaurateur****1505-11 HOTEL/MOTEL MANAGER**

Hotelier

Plans and controls the operations of hotels or motels.

SKILL LEVEL

Education: 3 year diploma or associate diploma, or 2 year certificate.

On-the-Job Training: 3-5 years.

Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Plans and supervises the activities of staff in areas such as reception, dining-room, kitchen, licensed bar, accounting, purchasing and housekeeping.
- Arranges for maintenance of gardens, lawns, buildings and other facilities.
- May provide information to guests of local tourist attractions and facilities and book tours on their behalf.

SPECIALISATIONS**Publican****Resort Manager****Tavern Manager****1505-13 CARAVAN PARK MANAGER**

Operates and maintains lodging facilities and grounds at caravan and tourist parks.

SKILL LEVEL

On-the-Job Training: Up to 1 year.

Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Registers guests, assigns accommodation and collects payments.
- Gives information to guests on local recreational facilities and places of interest.
- Answers enquiries and attends to complaints lodged by guests.
- Takes reservations and phone messages for guests.
- Arranges maintenance of gardens, grounds, buildings and other facilities.
- Removes and disposes of rubbish.
- Organises cleaning of amenities blocks, recreation areas, and accommodation sites.
- Provides power or fuel to accommodation sites and barbecue areas.
- May hire-out appliances or equipment to guests.
- May operate shops to sell supplies to guests.

**1505-99 ACCOMMODATION AND TAVERN
MANAGING SUPERVISORS NEC**

This residual grouping covers Accommodation and Tavern Managing Supervisors not elsewhere classified.

SKILL LEVEL

On-the-Job Training: Up to 1 year.

Registration/Licensing: May be required.

SPECIALISATIONS**Boarding House Manager****Hostel Manager**

Organises and provides services in hostels, boarding houses or similar facilities.

Takes bookings, registers guests and assigns accommodation. Cleans kitchens and rooms, and provides linen, towels and other supplies.

Maintains gardens, grounds, buildings and other facilities.

Arranges the preparation and serving of meals.

**1507-11 FINANCIAL INSTITUTION BRANCH
MANAGER**

Organises and controls the activities of branches of banks, credit unions, building societies or other financial institutions.

SKILL LEVEL

Previous Experience: 5-15 years as an accounting clerk or teller.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.

MAJOR GROUP 1

- Implements and organises office procedures.
- Advises clients on investments.
- Assesses applications for loans and approves or rejects them.
- Advises clients about interest rates.
- Ensures that funds balance at the close of business.
- Authorizes summaries of transactions and loan approvals.
- Assesses, approves or recommends credit-card applications.
- Promotes branch functions and business development.
- Ensures security procedures are implemented for safeguarding and moving cash and documents.
- May interview applicants for loans.
- May refer loan applications to centralised loans departments.

SPECIALISATIONS

Bank Manager
Building Society Manager
Credit Union Manager

1599-11 HAIRDRESSING ESTABLISHMENT MANAGING SUPERVISOR

Organises and controls the activities of hairdressing establishments.

SKILL LEVEL

Previous Experience: 5 years as a hairdresser.
Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Directs staff in operations such as reception, shampooing, cutting and drying hair, and sales of hair-care products.
- May take bookings and arrange appointments for clients.
- May perform hairdressing tasks.

1599-13 SPORTS CENTRE MANAGER Sports Centre Administrator

Plans and controls the activities, facilities and resources of sports centres.

SKILL LEVEL

Previous Experience: 3-5 years as a physical fitness instructor or sportsperson.
Registration/Licensing: May be required.

MANAGERS AND ADMINISTRATORS

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Ensures that all sporting facilities are maintained and conform to safety standards.
- Organises publicity to promote facilities.
- Checks and keeps custody of cash receipts.
- May plan and organise catering facilities.
- May undertake coaching tasks.

1599-15 POSTMASTER/MISTRESS

Directs and controls the operations of post offices.

SKILL LEVEL

Previous Experience: 5-10 years as a postal clerk or postal officer.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Directs the work of post office staff.
- Monitors service performance standards and recommends steps to overcome deficiencies.
- Promotes products and services.

RELATED OCCUPATIONS

Occupation 5909-11 Postal Clerk
Occupation 5909-13 Postal Officer

1599-17 REAL ESTATE AGENCY MANAGER

Organises and controls the activities of real estate agencies.

SKILL LEVEL

Education: 2-3 year diploma or certificate.
Previous Experience: 3 years as a real estate salesperson.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Ensures that real estate practices and legal requirements are observed.
- Authorises listings of properties for sale.

1599-19 BOOKMAKER

Determines and offers odds and accepts bets on the results of racing events.

SKILL LEVEL

Previous Experience: Up to 5 years as a bookmaker's clerk.

Registration/Licensing: Licensing required with government authorities.

TASKS Include:

- Attends turf, pacing or greyhound races to provide a betting service.
- Supervises Bookmaker's Clerks.
- Obtains information on the form of horses or dogs by attending official barrier trials, viewing films, or liaising with contacts.
- Offers and varies odds on entrants after considering the type of event, handicaps, barrier draws, conditions of tracks and odds offered by other bookmakers.
- Writes tickets for clients detailing subjects of bets, odds given and payout details.
- May lay off bets to offset potential losses.

RELATED OCCUPATION

Occupation 5999-17 Bookmaker's Clerk

1599-21 RAILWAY STATION MASTER/MISTRESS

Plans and organises the operations of railway stations.

SKILL LEVEL

Previous Experience: 1-5 years as a railway station assistant.

On-the-Job Training: 1-2 years.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Directs the work of clerical staff, ticket sellers, security staff and cleaners.
- Liaises with maintenance staff to ensure railway tracks and facilities are maintained.
- Co-ordinates the arrival, departure, loading and unloading of trains.

1599-99 MANAGING SUPERVISORS (SALES AND SERVICE) NEC

This residual grouping covers Managing Supervisors (Sales and Service) not elsewhere classified.

SKILL LEVEL

Previous Experience: 5-10 years as a salesperson or personal service worker.

SPECIALISATIONS

Beauty Parlour Manager
Licensed Club Manager
TAB Manager
Stock and Station Agency Manager
Stockbreeding Firm Manager

1601-11 IMPORTER-EXPORTER

Import-Export Business Manager

Organises and controls the operations of import and export establishments.

SKILL LEVEL

Previous Experience: 5 years as an import-export clerk.

On-the-Job Training: 6 months.

Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Identifies local demand for overseas produced goods or overseas demand for domestically produced goods, and negotiates conditions of sale with producers.
- Arranges shipping of goods to and from Australia.
- Receives and checks orders.
- Liaises with customs officers and other government representatives to ensure that goods being imported are legal, and meet Australian standards.
- May organise and arrange promotional campaigns for imported goods.

RELATED OCCUPATIONS

Occupation 1307-11 Supply and Distribution Manager

Occupation 5503-13 Import-Export Clerk

1601-13 PROFESSIONAL BUILDER

Building and Construction Manager

Manages the physical and human resources involved in the building process in areas such as design, construction and maintenance. Manages the development of property. Develops government and corporate policies on building. Administers building legislation, develops building systems and products. Directs building research and building education, and provides building consultancy.

SKILL LEVEL

Education: 5-6 year degree.

Registration/Licensing: May be required.

MAJOR GROUP 1

TASKS Include:

- Interprets architectural specifications, drawings and bills of quantities.
- Plans building construction methods and procedures.
- Manages site labour resources.
- Manages procurement and delivery of materials, plant and equipment required for building projects.
- Creates and implements co-ordinated programs for site activities and work control systems to maintain standards of building performance, quality, cost and safety.
- Studies building contract documents and negotiates with building owners and subcontractors.
- Controls preparation of tender estimates and the documentation for contract bids.
- Ensures that building and other regulations, standards and by-laws are enforced in building operations.
- Consults with architects, engineers and other technical workers to ensure that the intentions of designs are met.

RELATED OCCUPATION

Occupation 1399-11 Engineering Manager

1601-15 BUILDING CONTRACTOR

Co-ordinates the construction of dwellings and other buildings.

SKILL LEVEL

Previous Experience: 5-10 years as a building tradesperson.
Registration/Licensing: Licensing required with government authorities.

TASKS Include:

- Examines clients' plans or arranges drawing-up of plans to meet market requirements.
- Submits tenders, quotes or prices to clients.
- Arranges submission of plans to local authorities for approval.
- Organises sub-contractors for all stages of building, and negotiates rates of pay.
- Calculates quantities of material required for building projects and orders these from building suppliers or advertises for tenders.
- Arranges delivery times of materials to coincide with requirements in the building process.
- Co-ordinates the timing of sub-contractors work.
- Oversees the work of sub-contractors to ensure buildings are of acceptable standards and are proceeding according to schedules.
- Liaises with local authorities to arrange inspections of building work.
- May co-ordinate the activities of office staff involved in the preparation and payment of accounts.

MANAGERS AND ADMINISTRATORS

- May liaise with lawyers and financial institutions on matters relating to loans and contracts for building projects.
- May undertake some of the building work personally.
- May consult with architects and associates about styles and methods of building, and the materials to be used.
- May build under contract, according to plans and specifications set by clients.
- May inform clients or selling agents of progress and pass on clients' requests to sub-contractors.

SPECIALISATION

Contract Builder

RELATED OCCUPATIONS

Occupation 3207-11 Building Technician
Minor Group 44 Building Tradespersons

1601-17 WHOLESALER

Plans and organises the operations of wholesale trading establishments.

SKILL LEVEL

Previous Experience: 5-10 years as a salesperson.
Registration/Licensing: May be required.

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Liaises with manufacturers to arrange contracts to sell products to retailers.
- Displays and sells merchandise.
- Provides information about merchandise to staff.
- Liaises with retailers about orders, nature of products and promotional activities.
- Ensures that shop premises, fixtures and fittings are cleaned and maintained.
- Arranges the repair, refund or exchange of merchandise returned by customers.

1601-19 MANUFACTURER

Operates independent manufacturing establishments producing specialised goods to order or in batches.

SKILL LEVEL

Previous Experience: 5-10 years in a manufacturing occupation.
Registration/Licensing: May be required.

MANAGERS AND ADMINISTRATORS

MAJOR GROUP 1

TASKS Include:

- Performs tasks covered by the generic title Managing Supervisor.
- Creates, modifies and registers designs for products.
- Devises new manufacturing processes.
- Devises and implements production run schedules.
- Introduces and maintains quality control procedures.
- Orders materials and equipment.
- Discusses requirements with customers.
- Arranges contracts with customers.
- Organises advertising campaigns.
- Arranges packaging, delivery and wholesaling of products.
- May co-ordinate after-sales service.

RELATED OCCUPATIONS

Unit Group 1305 Production Managers

1601-99 MANAGING SUPERVISORS (OTHER BUSINESS) NEC

This residual grouping covers Managing Supervisors not elsewhere classified.

SKILL LEVEL

Previous Experience: 5-10 years as a supervisor.

SPECIALISATION

Laundry Manager