

MAJOR GROUP 1

MANAGERS AND ADMINISTRATORS

MANAGERS AND ADMINISTRATORS head government, industrial, agricultural, commercial and other establishments, organisations, or departments within such organisations. They determine the policy of the establishment, organisation or department, and direct and co-ordinate its functioning, usually through subordinate executives. These tasks require a high level of judgement and an awareness of economic, technical, legal and other factors which affect those policies.

Most occupations in this major group have a level of skill commensurate with a 3 year degree and 5-10 years experience in a relevant field or industry.

Tasks performed by Managers and Administrators typically include formulating, administering and reviewing the policy and/or legislation which determine the direction to be taken by the body they head; controlling, directing and participating in the activities of that body personally or through a hierarchy of subordinate managers and supervisors; establishing operational and administrative procedures; and controlling the selection of senior staff and the allocation of resources.

Occupations in this major group are classified into the following minor groups:

- 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)**

**MINOR GROUP 11
LEGISLATORS AND GOVERNMENT APPOINTED OFFICIALS**

LEGISLATORS AND GOVERNMENT APPOINTED OFFICIALS represent the people, the nation or the Crown in elected bodies, courts of law and overseas diplomatic missions. They direct and participate in the operations of establishments responsible for legislation, local, state and federal government, the administration of justice and diplomatic relations.

Entry into the occupations in this minor group requires election by the constituency, or appointment by the government or the Crown. However, substantial experience in public administration or legal practice is necessary for those occupations entered by appointment.

Tasks performed by Legislators and Government Appointed Officials typically include interpreting, administering, analysing and reviewing the law and public policy; investigating, developing, formulating and presenting legislative and public policy proposals; and promoting the interests of the constituencies which they represent.

Heads of Government Departments are excluded from this minor group because, although appointed by the government, their tasks are those of a General Manager of a large organisation. They are located in Minor Group 12, General Managers.

Occupations in this minor group are classified into the following unit groups:

- 1101 PARLIAMENTARIANS, COUNCILLORS AND GOVERNMENT REPRESENTATIVES**
- 1103 JUDGES, MAGISTRATES AND MEDIATORS**

1101 PARLIAMENTARIANS, COUNCILLORS AND GOVERNMENT REPRESENTATIVES

PARLIAMENTARIANS, COUNCILLORS AND GOVERNMENT REPRESENTATIVES participate in the activities of government as elected members of parliamentary or local government constituencies, or represent the Australian Government or the Crown in the Commonwealth, a State or in an overseas country.

SKILL LEVEL

The entry requirement for this unit group is substantial experience in public life or community activities.

TASKS include:

- assisting in the moulding of government policy and in formulating, amending and repealing legislation
- attending community functions and meetings of local groups
- investigating matters of concern to the public and electorate and introducing proposals for remedial government action
- promoting the interests of Australia and assisting Australian citizens overseas
- issuing policy directions to government departments and exercising overall control over municipal authorities or diplomatic missions overseas

COMMENTS

The occupations in this unit group can only be entered by government appointment or by election.

OCCUPATIONS

- 1101-11 Member of Parliament**
Government Minister (s)
Premier (s)

- Prime Minister (s)
- Senator (s)

- 1101-99 Parliamentarians, Councillors and Government Representatives nec**
Alderman/woman (s)
Ambassador (s)
Consul-General (s)
Governor (s)
Governor-General (s)
Head of Diplomatic Mission (s)
High Commissioner (s)
Mayor/Mayoress (s)
Northern Territory Administrator (s)

1103 JUDGES, MAGISTRATES AND MEDIATORS

JUDGES, MAGISTRATES AND MEDIATORS preside over judicial proceedings and pronounce judgements in courts of law, or act, individually or as members of administrative or industrial tribunals, to resolve disputes.

SKILL LEVEL

The entry requirement for this unit group is a 4-5 year degree or post-graduate degree in law and at least 10 years previous experience as a legal practitioner or in public administration.

TASKS include:

- conducting trials according to Rules of Procedure
- reading, hearing and considering evidence
- instructing juries on points of law or procedure
- interpreting the law in relation to particular cases
- sentencing offenders and awarding damages

GROUP DEFINITIONS

MANAGERS AND ADMINISTRATORS

- arbitrating on issues and making awards

COMMENTS

The occupations in this unit group can only be entered by government appointment.

OCCUPATIONS

- 1103-11** Coroner
- 1103-13** Judge
Justice of the High Court (s)
- 1103-15** Magistrate
- 1103-17** Administrative Appeals Tribunal Member
- 1103-19** Industrial Tribunal Member
Conciliation and Arbitration Commissioner
(a)

MINOR GROUP 12 GENERAL MANAGERS

GENERAL MANAGERS head government, industrial, commercial and other organisations, directing and co-ordinating the operations of those organisations through subordinate managers. They formulate policies which determine the overall direction of the organisation, maintaining an awareness of economic, technical and other factors which affect those policies.

Occupations in this minor group have a level of skill commensurate with a 3 year degree or diploma and substantial previous experience in management.

Tasks performed by General Managers typically include formulating and implementing policy independently or through consultation with subordinates; analysing information and presenting reports to governing bodies; representing the organisation in relations with governing bodies and outside organisations; and controlling the allocation and use of resources and selection of senior staff.

Education Managers are excluded from this minor group, because they operate within policy and expenditure constraints imposed by a wider authority. They are located in Minor Group 13, Specialist Managers. Directors of Nursing are also located in Minor Group 13 because they are not responsible for the administration of the hospital or nursing home as a whole.

Occupations in this minor group are classified into the following unit group:

1201 GENERAL MANAGERS

1201 GENERAL MANAGERS

GENERAL MANAGERS develop and review company policy and organise and direct the major functions of an industrial, commercial, governmental or other establishment through subordinate executives.

SKILL LEVEL

The entry requirement for this unit group is a degree and 5-15 years previous experience in management or related areas.

TASKS include:

- directing the operations of a company, authority or institution
- determining policy, either independently or on the basis of consultation with subordinate managers
- analysing economic, social, technical, legal and other data or trends
- consulting with subordinates and reviewing recommendations and reports
- preparing or arranging the preparation of reports, budgets and forecasts, and presenting them to governing bodies
- representing the organisation in negotiations at conventions, seminars and official occasions, and

liaising with other organisations

- selecting or approving selection of senior staff
- authorising funds to implement policies and programmes
- co-ordinating subordinate units and staff, and instituting reporting, audit and control systems

OCCUPATIONS

- 1201-11 General Manager**
 Air Force ranks above and including Air Commodore (s)
 Army ranks above and including Brigadier (s)
 Chief Executive (s)
 Fire Commissioner (s)
 Head of Government Department (s)
 Hospital Administrator (s)
 Managing Director (s)
 Managing Editor (s)
 Medical Superintendent (s)
 Naval ranks above and including Commodore (s)
 Ombudsman/woman (s)
 Police Commissioner (s)
 Regional Manager (s)
 Trade Union Secretary (s)

MINOR GROUP 13 SPECIALIST MANAGERS

SPECIALIST MANAGERS co-ordinate the administration and operation of specialised functions or fields of activity within an organisation. Under broad direction from the General Manager, they direct the work of supervisors and accept responsibility for the operation of their department.

Occupations in this minor group have a level of skill commensurate with a 3 year degree or diploma and substantial supervisory experience within their specialist area.

Tasks performed by Specialist Managers typically include formulating policy and plans for their area of control; establishing and directing operational and administrative procedures; controlling expenditure; monitoring the performance of staff and controlling their selection and training.

This minor group includes Directors of Nursing because they direct the function of nursing in a hospital or nursing home but are not responsible for the administration of the establishment as a whole, and Education Managers are included because they administer educational institutions within policy and expenditure constraints imposed by a wider authority.

Managers of specialist organisations are included in Minor Group 12, General Managers. The manager of a finance company, for example, is not a Finance Manager but a General Manager. Leaders of teams of professionals whose tasks are primarily of a professional nature but who perform some managerial tasks in respect of the team (eg. Chief Architect, Chief Civil Engineer) are located in Major Group 2, Professionals.

Occupations in this minor group most commonly require a level of skill equivalent to a 3 year degree and substantial experience in supervision.

Occupations in this minor group are classified into the following unit groups:

- 1301 FINANCE MANAGERS**
- 1303 SALES AND MARKETING MANAGERS**
- 1305 PRODUCTION MANAGERS**
- 1307 SUPPLY AND DISTRIBUTION MANAGERS**
- 1309 PERSONNEL AND INDUSTRIAL RELATIONS MANAGERS**
- 1311 DATA PROCESSING MANAGERS**
- 1313 PUBLIC POLICY MANAGERS**
- 1315 DIRECTORS OF NURSING**
- 1317 EDUCATION MANAGERS**
- 1319 COMMISSIONED OFFICERS (MANAGEMENT)**
- 1399 OTHER SPECIALIST MANAGERS**

1301 FINANCE MANAGERS

FINANCE MANAGERS administer the overall financial activities of an organisation either directly or through subordinates.

SKILL LEVEL

The entry requirement for this unit group is a 3 year degree or diploma and 5-10 years previous experience in accounting or finance.

TASKS include:

- planning the financial operations and overall financial policy of an organisation in consultation with other management
- co-ordinating the development, implementation and monitoring of financial, accounting and

administrative systems (including computerised systems)

- directing the collection of financial and accounting information and the preparation of budgets, reports and forecasts
- providing and interpreting financial information for other management
- directing and co-ordinating economic research
- assessing proposals involving financial expenditure

OCCUPATIONS

- 1301-11 Finance Manager**
 Finance Director (a)
 Chief Accountant (s)
 Company Secretary (s)
 Treasurer (except government) (s)

RELATED OCCUPATIONS

- 1201 General Managers
- 2701 Accountants
- 6101 Securities and Finance Dealers

1303 SALES AND MARKETING MANAGERS

SALES AND MARKETING MANAGERS administer the overall sales and marketing activities of organisations either directly or through subordinates.

SKILL LEVEL

The entry requirement for this unit group is a 3 year degree or diploma and 5-10 years previous experience in sales, marketing or promotion.

TASKS include:

- planning the overall sales and marketing policy of an organisation in consultation with other managers
- planning and controlling sales activities, methods and arrangements
- planning and conducting marketing campaigns and promotional activities
- directing staff activities and monitoring their performance
- monitoring customer service, invoicing, payments and administration costs
- directing research work and monitoring sales and marketing activity to produce reports and recommendations

OCCUPATIONS

- 1303-11 Sales and Marketing Manager
- Advertising Manager (s)
- Export Manager (s)
- Merchandise Manager (s)

RELATED OCCUPATIONS

- 1501 Shop Managers
- 6201 Sales Representatives
- 6301-01 Supervisor, Sales Assistants

1305 PRODUCTION MANAGERS

PRODUCTION MANAGERS administer the overall production activities of organisations either directly or through subordinates.

SKILL LEVEL

The entry requirement for this unit group is a 3 year degree or diploma and 5-10 years previous experience in production engineering or supervision.

TASKS include:

- planning details of production activity
- planning overall production policy of an organisation in consultation with other managers
- directing staff activities and monitoring their efficiency
- controlling the operation of production plant facilities, quality control procedures and the implementation of safety requirements
- monitoring production and production costs and

controlling the preparation of production records and reports

- directing research into production methods, recommending and implementing initiatives
- informing other managers about production matters

OCCUPATIONS

- 1305-11 Production Manager (Manufacturing and Mining)
- Plant Manager (s)
- Quality Control Manager (s)
- Works Manager (s)

- 1305-13 Producer (Media)
- Executive Producer (s)
- Studio Manager (s)
- Television Producer (s)

1307 SUPPLY AND DISTRIBUTION MANAGERS

SUPPLY AND DISTRIBUTION MANAGERS administer the overall supply, storage and distribution activities of an organisation either directly or through subordinates.

SKILL LEVEL

The entry requirement for this unit group is a 3-5 year degree or diploma and 5-10 years previous experience in supply and distribution.

TASKS include:

- planning overall policy for the purchase, storage and distribution of goods in consultation with other managers
- planning details of purchasing, storage and distribution operations
- co-ordinating investigation of supply, distribution and storage options
- negotiating purchase contracts with suppliers, checking quality and cost of purchased goods and negotiating with suppliers concerning defects
- planning and establishing distribution systems
- directing the planning and maintenance of storage and inventory systems
- directing the recording of purchase, storage and distribution transactions
- directing and monitoring activities of supply and distribution staff

OCCUPATIONS

- 1307-11 Supply and Distribution Manager
- Military Supply Officer (s)
- Procurement Manager (s)
- Purchasing Manager (s)
- Shipping Manager (s)
- Supply Manager (s)
- Transport Manager (s)

RELATED OCCUPATIONS

- 3913 Procurement Officers

1309 PERSONNEL AND INDUSTRIAL RELATIONS MANAGERS

PERSONNEL AND INDUSTRIAL RELATIONS MANAGERS

GROUP DEFINITIONS

administer the overall personnel and industrial relations activities of an organisation either directly or through subordinates.

SKILL LEVEL

The entry requirement for this unit group is a 3-5 year degree or diploma and 5-10 years previous experience in personnel and industrial relations administration.

TASKS include:

- planning the overall personnel and industrial relations policy of an organisation in consultation with other managers
- controlling activities in personnel administration, staff selection and training, labour relations, wage and salary administration, health and safety, security and employee benefits
- directing personnel and industrial relations operations
- directing and monitoring activities of staff in personnel and industrial relations areas

OCCUPATIONS

1309-11 Personnel and Industrial Relations Manager
Manpower Manager (s)
Occupational Health and Safety Manager (s)
Organisation and Methods Manager (s)
Training Manager (s)

RELATED OCCUPATIONS

2705 Personnel Specialists

1311 DATA PROCESSING MANAGERS

DATA PROCESSING MANAGERS administer the overall data processing activities of an organisation either directly or through subordinates.

SKILL LEVEL

The entry requirement for this unit group is a 3-5 year degree or diploma and 5-10 years previous experience in data processing.

TASKS include:

- planning the overall data processing policy of an organisation in consultation with other managers
- directing the selection, installation, use and maintenance of computing equipment and software
- controlling the selection and training of programmers and operators and monitoring their performance
- directing data processing operations
- monitoring overall operations of electronic data processing to develop improvements to the systems

OCCUPATIONS

1311-11 Data Processing Manager
Information Systems Manager (s)
Operations Manager (Data Processing) (s)
Systems Manager (Data Processing) (s)

RELATED OCCUPATIONS

2707 Computing Professionals

MANAGERS AND ADMINISTRATORS

1313 PUBLIC POLICY MANAGERS

PUBLIC POLICY MANAGERS administer the policy and programme activities of a federal or state government department, either directly or through subordinates.

SKILL LEVEL

The entry requirement for this unit group is a 3 year degree and 10 years previous experience in administration.

TASKS include:

- advising and providing information on an area of government policy
- directing and co-ordinating programme activity and policy formulation
- directing operations of administrative organisation
- implementing government directives and policies

OCCUPATIONS

1313-11 Public Policy Manager
Public Service Manager (a)
Section Head (Public Service) (s)

1315 DIRECTORS OF NURSING

DIRECTORS OF NURSING administer the overall nursing activities of a hospital either directly or through supervisors.

SKILL LEVEL

The entry requirement for this unit group is a 1 year post-graduate diploma in nursing administration and 2-5 years experience as a Registered Nurse. Registration as a double certificate nurse is required.

TASKS include:

- planning nursing policies and activities
- establishing procedures and standards for nursing staff and ensuring that medical practitioners' requirements are met
- monitoring and controlling expenditure on staff, supplies, equipment and services
- directing preparation of budget information and reports
- monitoring selection and performance of nursing staff

OCCUPATIONS

1315-11 Director of Nursing
Matron (a)
Nurse Administrator (s)
Nursing Superintendent (s)

RELATED OCCUPATIONS

3401 Registered Nurses
6603 Enrolled Nurses

1317 EDUCATION MANAGERS

EDUCATION MANAGERS administer educational institutions (usually under the auspices of an external authority).

SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree or diploma and 5-10 years of previous experience in a relevant teaching area.

TASKS include:

- co-ordinating the educational and administrative affairs of an educational institution
- interviewing parents and new pupils
- advising students on course requirements and regulations governing course variations
- representing an educational institution at community and administrative meetings
- supervising or authorising the work of administration or teaching staff
- preparing or directing preparation of courses (including extra-curricular courses) and course outlines

OCCUPATIONS

- 1317-11 School Principal**
Headmaster/mistress (a)
- 1317-99 Education Managers nec**
Dean (s)
Faculty Head (s)

1319 COMMISSIONED OFFICERS (MANAGEMENT)

COMMISSIONED OFFICERS (MANAGEMENT) administer the activities of armed services, police or fire organisations directly or through other managers or supervisors. They may receive training in occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is a 3 year degree or diploma and 10 years previous experience as a junior officer.

TASKS include:

- advising and providing information on an area of defence policy
- directing and co-ordinating programme activity and policy formulation
- directing operations of administrative organisation
- implementing government directives and policies
- planning overall activities of an organisational unit in consultation with a higher authority
- planning, directing and implementing an operational

programme for a group or area

- directing and monitoring the activities of junior officers and other staff and maintaining discipline
- directing and monitoring record keeping systems and preparation of reports
- controlling expenditure and stores use
- preparing estimates and budgets
- performing ceremonial and public duties

OCCUPATIONS

- 1319-11 Commissioned Police Officer**
- 1319-13 Commissioned Fire Officer**
- 1319-15 Commissioned Defence Force Officer (Management)**
Captain (Defence Forces) (s)
Colonel (s)
Flight Lieutenant (s)
Group Captain (s)
Lieutenant (Navy) (s)
- 1319-91 Trainee Officer (Defence Forces)**
Midshipman (s)
Officer Cadet (s)

RELATED OCCUPATIONS

- 3501 Police
- 7211 Fire Fighters

1399 OTHER SPECIALIST MANAGERS

This unit group covers occupations not elsewhere classified in Minor Group 13, Specialist Managers.

SKILL LEVEL

The entry requirement for this unit group is a 1-5 year certificate, degree or diploma or a higher degree and 5-10 years previous experience in a specialised area.

OCCUPATIONS

- 1399-11 Engineering Manager**
- 1399-13 Research Manager**
Market Research Manager (s)
Research and Development Manager (s)
- 1399-99 Specialist Managers nec**
Ambulance Superintendent (s)
Library Manager (s)
Marine Engineer Superintendent (s)
Religious Administrator (s)

MINOR GROUP 14 FARMERS AND FARM MANAGERS

FARMERS AND FARM MANAGERS co-ordinate and participate in the activities of an agricultural establishment. They plan and conduct operations to obtain maximum production from the land, considering factors such as markets, climate, soil conservation, stock, crops and technological input.

Occupations in this minor group have a level of skill commensurate with 2-5 years previous experience in farming.

Tasks performed by Farmers and Farm Managers typically include directing and participating in farming operations to raise livestock and cultivate crops; controlling finances and the use of resources; hiring, training and supervising staff and contractors; maintaining and improving premises, land and equipment; monitoring prices and markets and arranging the marketing and transport of produce.

Occupations in this minor group are classified into the following unit group:

1401 FARMERS AND FARM MANAGERS

1401 FARMERS AND FARM MANAGERS

FARMERS AND FARM MANAGERS supervise and perform farming operations to raise livestock and cultivate field crops, market produce and other agricultural products.

SKILL LEVEL

The entry requirement for this unit group is 2-5 years previous experience as a farm hand or farm trainee.

TASKS include:

- planting, spraying, fertilising and harvesting crops such as cereal grain, oilseed, protein crops, sugar cane, tobacco, and market produce
- selling or storing grain and fodder
- planning and implementing breeding and feeding programmes for livestock and poultry
- culling and selling immature or non-productive livestock or fruit
- cleaning and disinfecting buildings, sheds, pens, equipment and facilities to maintain produce quality and health standards
- organising and conducting farming operations particular to the type of farm, such as milking; shearing; collecting, grading, and packaging of produce; catching and loading livestock; exercising horses; cultivating seedlings and grafting trees.

OCCUPATIONS

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| <p>1401-11 Grain, Oilseed and Pasture Grower
Grain, Oilseed and Pasture Farm Manager (a)
Seed Farmer (s)
Wheat Farmer (s)</p> <p>1401-13 Sugar Cane Grower
Sugar Cane Farm Manager (a)</p> <p>1401-15 Tobacco Grower
Tobacco Farm Manager (a)</p> <p>1401-17 Beef Cattle Farmer
Beef Cattle Farm Manager (a)
Cattle Grazier (a)
Beef Cattle Station Manager (s)</p> | <p>Beef Cattle Stud Farmer (s)
Buffalo Farmer (s)</p> <p>1401-19 Dairy Farmer
Dairy Farm Manager (a)
Dairy Cattle Stud Farmer (s)</p> <p>1401-21 Sheep Farmer
Sheep Farm Manager (a)
Sheep Station Manager (s)
Sheep Stud Farmer (s)
Wool Grower (s)</p> <p>1401-23 Pig Farmer
Pig Farm Manager (a)
Pig Breeder (s)</p> <p>1401-25 Poultry Farmer
Poultry Farm Manager (a)
Chicken Meat Producer (s)
Egg Producer (s)
Hatchery Manager (s)</p> <p>1401-27 Horse Breeder
Horse Stud Manager (a)
Horse Stud Farmer (s)
Stud Master/Mistress (s)</p> <p>1401-29 Mixed Farmer
Mixed Farm Manager (a)</p> <p>1401-31 Fruit and Nut Grower
Fruit and Nut Farm Manager (a)
Orchardist (s)
Viticulturist (s)</p> <p>1401-33 Vegetable Grower
Vegetable Farm Manager (a)
Market Gardener (s)
Olericulturist (s)</p> <p>1401-35 Apiarist
Beekeeper (a)</p> <p>1401-91 Trainee Farmer
Trainee Farm Manager (a)
Farm Apprentice (s)
Jackaroo (s)
Jillaroo (s)</p> <p>1401-99 Farmers and Farm Managers nec
Commercial Flower Grower (s)
Cotton Grower (s)</p> |
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MANAGERS AND ADMINISTRATORS

GROUP DEFINITIONS

Fish Farmer (s)
Goat Farmer (s)
Oyster Farmer (s)

RELATED OCCUPATIONS

8201 Farm Hands and Assistants

MINOR GROUP 15 MANAGING SUPERVISORS (SALES AND SERVICE)

MANAGING SUPERVISORS (SALES AND SERVICE) head establishments too small to have a hierarchy of managers, which carry out retail trade and services to the general public. They co-ordinate all functions of such establishments, formulating policies and objectives in both general and specific terms, and ensuring that the finance, staffing, training and marketing functions operate efficiently. Their immediate subordinates are usually supervisors. (All supervisors can be found in the same unit group as the most highly skilled occupation they supervise.)

Occupations in this minor group have a level of skill commensurate with 5 years experience in retail sales or service establishments.

Tasks performed by Managing Supervisors (Sales and Service) typically include directing and participating in the operations of the establishment; promoting and advertising the products and services; controlling selection, supervision and training of staff; determining staffing and salary levels; formulating purchasing and marketing policy and setting prices; and ensuring that premises, equipment and furnishings are kept clean, well maintained and secure.

This minor group includes managers of Commonwealth Employment Service and Department of Social Security branches because they manage small establishments which provide a service to the public.

Occupations in this minor group are classified into the following unit groups:

- 1501 SHOP MANAGERS**
- 1503 RESTAURANT AND CATERING MANAGING SUPERVISORS**
- 1505 ACCOMMODATION AND TAVERN MANAGING SUPERVISORS**
- 1507 FINANCIAL INSTITUTION BRANCH MANAGERS**
- 1599 OTHER MANAGING SUPERVISORS (SALES AND SERVICE)**

1501 SHOP MANAGERS

SHOP MANAGERS plan and organise the operations of a retail trading establishment.

SKILL LEVEL

The entry requirement for this unit group is 1-10 years previous experience in a sales-related position. A licence, permit or lease to operate is required by local government authorities.

TASKS include:

- planning, directing and participating in the operations of the shop
- controlling the selection and training of staff and supervising their work
- determining purchasing and marketing policies, salaries and prices
- maintaining records of stock levels and financial transactions
- displaying and selling merchandise
- providing information about merchandise to staff and customers
- ensuring that shop premises, fixtures and fittings are cleaned and maintained

OCCUPATIONS

- 1501-11 Shop Manager**
 Bookshop Manager (s)
 Delicatessen Manager (s)
 Dry Cleaning Establishment Manager (s)

General Storekeeper (s)
 Greengrocery Manager (s)
 Hardware Store Manager (s)
 Milk Bar Manager (s)
 Newsagency Manager (s)
 Service Station Manager (s)
 Stationer (s)
 Supermarket Manager (s)
 Take Away Food Outlet Manager (s)

1503 RESTAURANT AND CATERING MANAGING SUPERVISORS

RESTAURANT AND CATERING MANAGING SUPERVISORS plan and organise the provision of meals and beverages in restaurants (including cafeterias, canteens, bistros and clubs), and at public or private functions, mainly for consumption on the premises.

SKILL LEVEL

The entry requirement for this unit group is a 3 year associate diploma. 2 years on-the-job training is usual. A licence or permit to operate is required by local government authorities.

TASKS include:

- directing and participating personally in restaurant and catering operations
- planning menus in consultation with the chef

- purchasing or controlling the purchase of food supplies and monitoring quality at all stages of preparation and presentation
- controlling the selection and training of staff and supervising their work
- maintaining records of stock levels and financial transactions
- determining salaries and prices
- arranging for advertising and handling public relations
- inspecting dining room, kitchen and storage facilities to ensure they meet health requirements and are clean, functional and pleasing in appearance

OCCUPATIONS

- 1503-11 Restaurant and Catering Managing Supervisor**
 Canteen Manager (s)
 Caterer (s)
 Mess Supervisor (Defence Forces) (s)
 Restaurateur (s)

1505 ACCOMMODATION AND TAVERN MANAGING SUPERVISORS

ACCOMMODATION AND TAVERN MANAGING SUPERVISORS plan and organise the operation of hotel, motel, lodging facilities and grounds at caravan and tourist parks, recreational camp sites and other accommodation establishments.

SKILL LEVEL

The entry requirement for this unit group is 1-5 years previous experience as supervisor of an accommodation establishment. A licence, permit or lease to operate is required by local government authorities.

TASKS include:

- planning, directing and participating personally in the operations of the establishment
- controlling the selection and training of staff and supervising their work in various organisational units such as reception, dining room, kitchen, bar etc
- registering guests, assigning accommodation and showing guests the accommodation and recreation facilities
- checking rooms, collecting keys, determining and collecting payment when guests check out
- maintaining records of financial transactions
- informing guests of local tourist attractions and recreational facilities and attending to queries and complaints lodged by customers
- arranging the cleaning and maintenance of gardens, grounds, buildings and any other facilities

OCCUPATIONS

- 1505-11 Hotel/Motel Manager**
 Hotelier (a)
 Publican (s)
 Resort Manager (s)
 Tavern Manager (s)
- 1505-13 Caravan Park Manager**
- 1505-99 Accommodation and Tavern Managing Supervisors nec**

- Boarding House Manager (s)
 Hostel Manager (s)

1507 FINANCIAL INSTITUTION BRANCH MANAGERS

FINANCIAL INSTITUTION BRANCH MANAGERS plan and organise the day-to-day financial activities of a branch office of a Bank, Credit Union, Building Society or other financial institution.

SKILL LEVEL

The entry requirement for occupations in this unit group is 5-15 years experience in financial institutions.

TASKS include:

- planning, directing and participating in the operations of the institution
- implementing or adapting standard office procedures prepared by head office
- assessing and authorising loan applications
- advising clients on investment
- promoting the branch and actively developing business
- controlling the selection, training and supervision of staff
- organising staffing to ensure availability during peak periods, after hours or for priority work
- ensuring security procedures are implemented for safeguarding and moving cash and important documents

OCCUPATIONS

- 1507-11 Financial Institution Branch Manager**
 Bank Manager (s)
 Building Society Manager (s)
 Credit Union Manager (s)

1599 OTHER MANAGING SUPERVISORS (SALES AND SERVICE)

This unit group covers occupations not elsewhere classified in Minor Groups 15, Managing Supervisors (Sales and Service).

SKILL LEVEL

There is no specific entry requirement for this unit group although some occupations may require previous experience in the relevant industry. A licence, permit or lease to operate is required by local government authorities.

OCCUPATIONS

- 1599-11 Hairdressing Establishment Managing Supervisor**
- 1599-13 Sports Centre Manager**
 Sports Centre Administrator (a)
- 1599-15 Postmaster/mistress**
- 1599-17 Real Estate Agency Manager**
- 1599-19 Bookmaker**
- 1599-21 Railway Station Master/Mistress**

GROUP DEFINITIONS

MANAGERS AND ADMINISTRATORS

1599-99 Managing Supervisors (Sales and Service)
nec
Beauty Parlour Manager (s)
Licensed Club Manager (s)
Stock and Station Agency Manager (s)
Stockbroking Firm Manager (s)
TAB Manager (s)

MINOR GROUP 16 MANAGING SUPERVISORS (OTHER BUSINESS)

MANAGING SUPERVISORS (OTHER BUSINESS) head establishments too small to have a hierarchy of managers, which carry out activities other than agriculture, retail trade or services to the general public. They co-ordinate all functions of the establishment, formulating policies and objectives in both general and specific terms, and ensuring that the finance, staffing, training and marketing functions operate efficiently. Their immediate subordinates are usually supervisors. (All supervisors can be found in the same unit group as the most highly skilled occupation they supervise.)

Occupations in this minor group have a level of skill commensurate with 5-10 years experience in a relevant field or industry. However, the entry requirement for Professional Builder is a 5 year degree.

Tasks performed by Managing Supervisors (Other Business) typically include directing and participating in business operations; promoting and advertising the products and services; controlling selection, supervision and training of staff; determining staffing and salary levels; formulating purchasing and marketing policy; authorising financial arrangements with customers, suppliers and contractors; and discussing and determining customer requirements.

This minor group includes Professional Builders because they cannot reliably be distinguished in statistical collections from Building Contractors. They do not manage small businesses but direct the use of resources for government and corporate building programmes.

Occupations in this minor group are classified into the following unit group:

1601 MANAGING SUPERVISORS (OTHER BUSINESS)

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MANAGING SUPERVISORS (OTHER BUSINESS) co-ordinate the operations of relatively small businesses conducting operations in manufacturing, wholesale trade, construction and various industries other than primary production, retail trade and services.

SKILL LEVEL

There is no formal entry requirement for this unit group, although Managing Supervisors may have previous experience in the relevant industry. The entry requirement for Professional Builder, however, is a 5 year degree. A licence or permit to operate is required by local government authorities.

TASKS include:

- recruiting and directing staff
- ordering products from manufacturers, importers or overseas suppliers for sale to other establishments for resale or use in those establishments
- examining market trends and formulating policies

accordingly

- liaising with customers to determine requirements for specific products or markets, and answering queries and complaints
- determining and implementing marketing strategies for products
- engaging and controlling work of sub-contractors

OCCUPATIONS

- 1601-11 **Importer-Exporter**
Import-Export Business Manager (a)
- 1601-13 **Professional Builder**
Building and Construction Manager (a)
- 1601-15 **Building Contractor**
Contract Builder (s)
- 1601-17 **Wholesaler**
- 1601-19 **Manufacturer**
- 1601-99 **Managing Supervisors (Other Business) nec**
Laundry Manager (s)