

Corporate Services Manager

ANZSCO: 132111

Group B

About this document

- The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education.
- The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- Integrity checks may be conducted to verify the qualification and employment claims made in an application.

Job description

A Corporate Services Manager plans, organises, directs, controls and coordinates the overall administration of an organisation.

Occupations considered suitable under this ANZSCO code:

Alternative Titles:

- Administration Manager
- Business Services Manager

Occupations not considered under this ANZSCO code:












- Corporate General Manager (ANZSCO Code 111211)
- Finance Manager (ANZSCO Code 132211)
- Policy and Planning Manager (ANZSCO Code 132411)
- Research and Development Manager (ANZSCO Code 132511)

These occupations are classified elsewhere in ANZSCO.

Corporate Services Manager is a VETASSESS Group B occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Bachelor degree or higher.

Applicants can fulfil the assessment criteria for this occupation in four different ways.

GROUP B	Criteria for a positive Skills Assessment								
	Minimum comparable Bachelor or higher degree AQF level***	With highly relevant major field of study	Additional highly relevant qualifications*	Highly relevant employment duration**					
1		+		+	N/A	+	 1 YEAR minimum		
2		+	No highly relevant major	+	 Minimum AQF Diploma level with highly relevant major	+	 2 YEARS minimum		
3		+	No highly relevant major	+	No additional highly relevant qualifications	+	 3 YEARS minimum		
Pre-qualification methodology can apply to Group B occupations									
	Highly relevant employment duration**	With or without highly relevant major field of study	Additional highly relevant qualifications*	Comparable Bachelor degree AQF level					
4	 5 YEARS minimum	+	 1 YEAR minimum	+	N/A	+	N/A	+	
Within last 5 years									

* If employment is prior to the completion of the qualification at the required level, an applicant must have at least one year of highly relevant employment at an appropriate skill level within the last five years. The remaining five years of pre-qualifying period may be within the last ten years.

* Additional qualifications in a highly relevant field of study include those comparable to the following levels:

- > AQF Diploma AQF Advanced Diploma
- > AQF Associate Degree or
- > AQF Graduate Diploma

*** Bachelor degree or higher degree includes:

- > AQF Master Degree or
- > AQF Doctoral Degree

** Highly relevant paid employment duration (20 hours or more per week)

1–3 minimum years of employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

4 minimum 6 years of relevant employment required – five years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

Qualification

This occupation requires a qualification in any of these fields:

- Business Management – the study of planning and directing the activities of commercial enterprises and understanding the nature, operation and role of business, as well as the resolution of management and administrative problems;
- Organisation Management – the study of organisational structure and change.

*This includes qualifications assessed at AQF Bachelor, Master and Doctoral level.

Employment

Highly relevant tasks include:

- Providing 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;
- Developing and managing the organisation's administrative, financial, physical and staff resources;
- Developing and implementing administrative, financial and operational procedural statements and guidelines for use by staff in the organisation;
- Analysing complex resource management issues and initiatives that affect the organisation, and preparing associated reports, correspondence and submissions;
- Providing information and support for the preparation of financial reports and budgets;
- Leading, managing and developing administrative staff to ensure smooth business operations and the provision of accurate and timely information;
- Representing the organisation in negotiations, and at conventions, seminars, public hearings and forums, and promoting existing and new programs and policies.

Employment information

Corporate Service Managers are usually employed in larger organisations with complex corporate structures. Corporate Service Managers require high level administrative, strategic planning and operational support skills to support senior management on administrative matters such as staff management, financial planning, facility management and information services.

General managers are classified elsewhere in ANZSCO and are not considered under this occupation. Roles with a focus on the management of general business operations or core business activities, rather than administrative support to the organisation, are also not considered relevant. Roles purely focused on finance management, ICT management, or HR management are classified elsewhere in ANZSCO.

Supporting material for assessment

Applicants nominating this managerial occupation must submit an organisational chart. An organisational chart should include:

- The company letterhead,
- Your job position,
- The job position of your superiors and subordinates, as well as,
- All positions reporting to your immediate supervisor and to your direct subordinates.

If you are unable to obtain an organisational chart from your employer, please provide a statutory declaration outlining the required information and the reasons why this information cannot be provided.

