

# Office Manager

ANZSCO: 512111

Group C

## 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

An Office Manager organises and controls the functions and resources of an office such as administrative systems and office personnel.

## Occupations not considered under this ANZSCO code:

- Receptionists (ANZSCO Unit Group 5421)
- Practice Managers (ANZSCO Unit Group 5122)
- Personal Assistants (ANZSCO Unit Group 5211)
- Secretaries (ANZSCO Unit Group 5212)

These occupations are classified elsewhere in ANZSCO.

# Office Manager is a VETASSESS Group C occupation

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

GROUP C	Criteria for a positive Skills Assessment							
Post-qualification Pathways								
	Minimum comparable Diploma or higher AQF level	With highly relevant major field of study	Additional highly relevant qualifications	Highly relevant employment duration				
1		+		+	N/A	+		
2		+	No highly relevant major	+		+		
3		+	No highly relevant major	+	No additional highly relevant qualifications	+		
Pre-qualification Pathway								
	Highly Relevant employment duration				Minimum comparable Diploma or higher AQF level			
4		+		+	Within last 5 years	With or without highly relevant major field of study	+	

## Description of Pathways

The information below describes the available pathways for a Skills Assessment under **Group C**. Please note that in order to achieve a successful Skills Assessment Outcome, a suitable assessment for both qualifications and employment is required.

### Pathway 1

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **one** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

### Pathway 2

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field not highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

An additional qualification in a highly relevant field of study at a minimum AQF Certificate IV level is required. Additional qualifications in a highly relevant field of study include those comparable to the AQF Certificate IV.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **one** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

### Pathway 3

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field not highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **two** years of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

### Pathway 4

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher with or without a highly relevant major field of study to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **four** years of employment at an appropriate skill level that includes at least **one** year of highly relevant employment within the last five years before applying,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

## Qualification

Other disciplines which are relevant to the employment context may be considered on a case-by-case basis (if employment is highly relevant).

Highly relevant fields of study:

- Business Administration
- Management

## Employment

Highly relevant tasks include:

- Contributing to the planning and review of office services, and setting priorities and office service standards;
- Allocating human resources, space and equipment;
- Assigning work to and monitoring work performance of staff;
- Managing records and accounts of the office;
- Liaising with Professionals to coordinate office business and to facilitate resolution of problems;
- Ensuring office equipment and supplies are maintained;
- Ensuring compliance with occupational health and safety regulations;
- Ensuring work complies with relevant government legislation, policies and procedures;
- Coordinating personnel activities such as hiring, promotions, performance management, payroll, training and supervision.

Personal Assistants and Secretaries are classified elsewhere in ANZSCO Minor Group 521, and perform organisational, clerical, secretarial and other administrative tasks in support of Managers and Professionals.

## 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.

## Employment information

Office Managers are responsible for the smooth and efficient operation of clerical and administrative tasks within an organisation. Office Managers oversee the work of clerical and administrative personnel and coordinate administrative matters such as office supplies, workspace management, and occupational health and safety issues within the office space.

