

# 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.

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

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

\*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

\*\*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 4 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.

\*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 three years of pre-qualifying period may be within the last ten years.

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

## 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.

## 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.

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.

