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## **Latest release**

**Sub-major Group**

# **14 Education, Health, Welfare and Other Specialist Managers**

## **OSCA - Occupation Standard Classification for Australia**

Reference period: 2024, Version 1.0

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## **14 Education, Health, Welfare and Other Specialist Managers**

Plan, organise, direct, control and coordinate the provision of education, health, welfare, regulated children's education and care, arts and culture, sports, protective services and other specialist services, programs and operations.

### **OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Minor Group**

## **141 Education, Health and Welfare Service Managers**

Plan, organise, direct, control and coordinate the provision of education, health, welfare and regulated children's education and care services and programs.

## OSCA skill level

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

### Unit Group

# 1411 Assistant School Principals and School Principals

Plan, organise, direct and support the educational and administrative aspects of schools, including physical and human resources.

## OSCA skill level

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

### Occupation

## 141131 Assistant School Principal

Plans, organises and supports the educational and administrative aspects of schools, including physical and human resources.

Registration or licensing is required.

School Principals are excluded from this occupation. School Principals are included in Occupation 141132 School Principal.

## Alternative title

- Deputy School Principal

## Skill level: 1

## Main tasks

- Maintains a respectful, safe and productive learning environment for students and teachers

- Ensures appropriate allocation of staff to teaching programs, including the engagement of casual relief teachers
- Prepares and supervises class timetables
- Supervises and coordinates the work of senior curriculum or year level coordinators
- Mentors staff in the development, implementation and assessment of learning programs
- Manages the development, implementation and review of specific school policies, programs and operations
- Implements systems and procedures to monitor and report on a school's performance
- Provides support to School Principals when required
- May teach students

**Occupation**

## 141132 School Principal

Plans, organises, directs, controls and coordinates the educational and administrative aspects of schools, including physical and human resources.

Registration or licensing is required.

Assistant School Principals and deputy school principals are excluded from this occupation.

Assistant School Principals and deputy school principals are included in Occupation 141131 Assistant School Principal.

### Skill level: 1

### Main tasks

- Establishes and maintains organisational structures that support the achievement of a school's vision and values
- Ensures the delivery of comprehensive education programs to all students
- Ensures a respectful, safe and productive learning environment for students and teachers
- Implements systems and procedures to monitor and report on a school's performance
- Develops and maintains positive relationships with all members of the school community
- Implements initiatives, practices and priorities of relevant education authorities
- Contributes to the development, implementation and review of school policies, programs and operations
- Manages the selection, professional development and assessment of staff members
- Ensures efficient and effective operations, including the management of finance, people, facilities, risk, compliance and major projects

- May teach students

**Unit Group**

# 1412 Children's Education and Care Service Directors

Plan, organise, direct, control and coordinate the activities of regulated children's education and care services including physical and human resources.

Family Day Care Coordinators are excluded from this unit group. Family Day Care Coordinators are included in Occupation 431231 Family Day Care Coordinator.

## OSCA skill level

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

# 141231 Children's Education and Care Service Director

Plans, organises, directs, controls and coordinates the activities of a regulated children's education and care service, including physical and human resources.

Family Day Care Coordinators are excluded from this occupation. Family Day Care Coordinators are included in Occupation 431231 Family Day Care Coordinator.

## Alternative title

- Early Childhood Education and Care Service Manager

## Specialisations

- Out of School Hours Care Coordinator
- Preschool Director

## Skill level: 1

## Main tasks

- Leads the design, planning, implementation and evaluation of educational programs and practices based on an approved learning framework

- Manages the recruitment of staff and coordinates professional development
- Liaises and works in partnership with families, community members and external agencies to promote the health, safety and wellbeing of children
- Manages the financial resources for the regulated children's education and care service
- Maintains service records and documentation
- Directs and supervises educators, staff and visitors
- Develops policies to ensure the service complies with national and/or state-based legislation and the approved learning frameworks
- Leads the day-to-day operational requirements of the service in accordance with national or state legislation and regulatory requirements

**Unit Group**

## 1413 Health and Welfare Service Managers

Plan, organise, direct, control and coordinate the professional and administrative aspects of health and welfare programs and services.

Nursing and Midwifery Unit Managers are excluded from this unit group. Nursing and Midwifery Unit Managers are included in Occupation 265331 Nursing / Midwifery Unit Manager.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 141331 Aged Care Manager

Plans, organises, directs, controls and coordinates the day-to-day operations and clinical services in community and aged care homes.

Registration or licensing may be required.

**Alternative titles**

- Aged Care Director
- Aged Care Operations Manager

## **Skill level: 1**

### **Main tasks**

- Manages and oversees the operational management of home care and aged care home services
- Controls administrative operations such as budget planning, report preparation and expenditure on supplies, equipment and services
- Develops and oversees care programs of community and aged care facilities
- Monitors adherence to policies, compliance, quality of care and clinical outcomes in aged care

#### **Occupation**

## **141332 Director of Nursing / Midwifery**

Plans, organises, directs, controls and coordinates nursing/midwifery programs and clinical services in a hospital or other health service facility.

Registration or licensing is required.

### **Specialisations**

- Assistant Director of Nursing
- Deputy Director of Nursing

## **Skill level: 1**

### **Main tasks**

- Provides overall direction and management of nursing/midwifery programs and clinical services in a hospital or other health care facility
- Develops, implements and monitors procedures, policies and standards of nursing/midwifery care, and contributes to health service planning, ensuring compliance with relevant regulations
- Provides leadership, mentorship, guidance, education and training to nursing and midwifery staff to ensure an appropriately skilled workforce
- Collaborates with other Health Professionals to ensure coordinated and integrated patient care
- Participates in research and quality improvement activities to improve patient outcomes
- Recruits and rosters nursing/midwifery staff to meet the needs of the facility or unit

#### **Occupation**

# 141333 Medical Administrator

Plans, organises, directs, controls and coordinates medical programs and clinical services in a hospital or other health service facility, maintains standards of medical care, provides leadership to ensure an appropriately skilled medical workforce, and contributes to health service planning.

## Alternative title

- Medical Manager

## Specialisations

- Director of Clinical Services
- Director of Medical Services

## Skill level: 1

## Main tasks

- Determines objectives, strategies and policies for medical programs and clinical services in a hospital or other health service facility
- Provides overall direction and management of medical programs and clinical services to ensure efficient health care delivery
- Authorises material, human and financial resources to implement medical policies and programs
- Monitors and evaluates performance of medical programs and clinical services against objectives and strategies
- Prepares and arranges reports, budgets and forecasts for medical programs and clinical services

### Occupation

# 141334 Paramedic Manager

Plans, organises, directs, controls and coordinates the day-to-day operations and clinical response to medical emergencies in the out-of-hospital environment.

Registration or licensing is required.

## Skill level: 1

## Main tasks

- Manages and oversees the operational management of medical out-of-hospital emergencies
- Organises and coordinates the deployment of Paramedic teams to emergency situations

- Directs and supervises Paramedics in the provision of emergency medical care
- Provides guidance and support to Paramedics in complex or critical situations
- Controls administrative operations such as budget planning, report preparation and expenditure on supplies, equipment and services
- Monitors adherence to policies, compliance, quality of care and clinical outcomes
- Liaises with other emergency services and health care providers
- Controls selection, training and supervision of staff
- Participates in the development and implementation of emergency response protocols

#### Occupation

## 141335 Welfare Centre Manager

Plans, organises, directs, controls and coordinates a centre, program or project concerned with social welfare support.

**Skill level: 1**

#### Main tasks

- Provides overall direction and management for a service, facility, organisation or centre
- Devises and establishes projects for services such as health care, housing, employment, education and training, and culture and recreation, based on clients' needs
- Monitors and evaluates resources devoted to health, welfare, recreation, housing, employment, training and other community facilities and centres
- Controls administrative operations such as budget planning, report preparation and expenditure on supplies, equipment and services for a welfare centre
- Liaises with community and Social Workers to determine what services are required by clients
- Coordinates programs, activities and welfare services to contribute to maintaining a positive and healthy community, and reflect the educational, recreational, sporting and leisure activity needs of individuals

#### Occupation

## 141399 Health and Welfare Service Managers nec

This occupation group covers Health and Welfare Service Managers not elsewhere classified.

## **Skill level: 1**

### **Occupations in this group include:**

- Chief Radiographer
- Director of Pharmacy
- Director of Physiotherapy Services
- Director of Speech Pathology
- Disability Services Manager
- Manager of Allied Health Services
- Manager of Child Protection Services

#### **Unit Group**

## **1414 Other Education Managers**

Plan, organise, direct, control and coordinate educational policy, and provide advice and educational and administrative support to staff and students in educational institutions.

#### **OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

#### **Occupation**

## **141431 Faculty Manager**

Plans, organises, directs, controls and coordinates the educational and administrative aspects of a department, faculty or school within a university, other tertiary education institution or registered training organisation (RTO).

#### **Specialisations**

- Academic Manager (RTO)
- Dean (University)
- Head Teacher (TAFE)

## **Skill level: 1**

### **Main tasks**

- Coordinates the educational, administrative and financial affairs of an educational institution or department within the institution
- Researches, develops, implements, reviews and evaluates educational and administrative policy
- Liaises between educational institutions, stakeholders and the wider community
- Provides advice on policy and procedures to staff and students
- Consults with academic and administrative staff to coordinate educational programs
- Identifies and addresses present and future needs for student and staff development
- Researches educational systems, and monitors and evaluates new developments
- Researches and reports on student needs arising from curriculum implementation
- Develops and delivers training programs for teachers

#### **Occupation**

## **141432 Regional Education Manager**

Plans, organises, directs, controls and coordinates educational approaches and policy, and curriculum resources and development for preschool, primary, secondary, Technical and Further Education (TAFE) or polytechnic teachers and administrators.

## **Skill level: 1**

### **Main tasks**

- Provides educational leadership to teachers, principals and administrative staff of education institutions in the development and coordination of educational programs
- Researches, develops, implements, reviews and evaluates educational and administrative policy
- Applies for and manages funding for new educational programs
- Builds relationships with institutions and key agencies
- Advises on policy and procedures to staff and students
- Consults with academic and administrative staff to formulate educational programs
- Identifies and addresses present and future needs for student and staff development
- Organises and conducts training for teachers in new programs and methods
- Researches educational systems, and monitors and evaluates developments and trends

#### **Occupation**

# 141499 Education Managers nec

This occupation group covers Education Managers not elsewhere classified.

**Skill level: 1**

**Occupations in this group include:**

- Director of Studies
- Head of Student Wellbeing
- Polytechnic Registrar
- Project Coordinator (Education)
- TAFE Registrar
- University Registrar

**Minor Group**

# 149 Miscellaneous Specialist Managers

This minor group covers Specialist Managers not elsewhere classified. It includes Arts, Culture and Sports Administrators, Commissioned Officers (Management), Scientific and Environmental Managers, and Senior Non-commissioned Defence Force Members.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

# 1491 Arts, Culture and Sports Administrators

Plan, organise, direct and control artistic, cultural, library, recreational and sporting programs and services.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

# 149131 Arts Administrator or Manager

Plans, organises, directs, controls, coordinates and promotes artistic and cultural policies, programs, projects and services.

## Specialisations

- Art Gallery Director
- Community Arts Centre Manager
- Cultural Centre Manager

## Skill level: 1

### Main tasks

- Plans and develops artistic and cultural policies and programs
- Organises artistic and cultural events and exhibitions
- Negotiates with artists and performers regarding contracts and agreements
- Collaborates with artists and cultural organisations
- Manages budgets, keeps financial records, and assists with taxation requirements
- Designs, writes and shares marketing materials such as newsletters, social media posts and advertisements

**Occupation**

# 149132 Library Services Manager

Plans, organises, directs, controls and evaluates the operations of a library or library system.

Registration or licensing may be required.

## Skill level: 1

### Main tasks

- Ensures effective planning for the provision of high quality library services within identified priorities and community needs
- Leads, directs and coordinates staff and the allocation of resources
- Manages risk, budget, resources and facilities, and continuously improves the cost effective and efficient provision of library services
- Directs the investigation, evaluation and implementation of new and alternative methods of service delivery

- Manages, develops and evaluates print, audio visual and electronic collections to ensure that they meet community needs
- Oversees the selection, training and performance of staff
- Develops strategic plans and policies, and prepares budget submissions and briefings

**Occupation**

## 149133 Sports Administrator

Leads, manages, plans, organises, directs, controls and promotes a sporting organisation and associated sport and recreational activities.

**Skill level: 1**

**Main tasks**

- Leads, manages and oversees the operations of a sporting organisation
- Manages the organisation and coordination of sporting events, competitions and tournaments
- Oversees the development of policies related to sport and recreational activities
- Promotes and markets sport and recreational programs and events
- Manages budgets and controls financial resources for a sporting organisation and associated sport and recreational activities
- Recruits, trains and supervises staff and volunteers involved in sport and recreational activities

**Occupation**

## 149199 Arts, Culture and Sports

### Administrators nec

This occupation group covers Arts, Culture and Sports Administrators not elsewhere classified.

**Skill level: 1**

**Occupations in this group include:**

- Bishop
- Museum Director
- Recording Studio Manager

**Unit Group**

# 1492 Commissioned Officers (Management)

Provide high level management to support the running of organisational, geographical and operational units and sections within the defence forces and fire and police services.

## OSCA skill level

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

### Occupation

## 149231 Commissioned Defence Force Officer

Provides high level management to support the running of an organisational unit within the Australian Defence Force.

This occupation includes the following ranks:

- Navy: Commander, Lieutenant Commander, Lieutenant, Sub Lieutenant, Acting Sub Lieutenant, Midshipman
- Army: Lieutenant Colonel, Major, Captain, Lieutenant, Second Lieutenant, Officer Cadet
- Air Force: Wing Commander, Squadron Leader, Flight Lieutenant, Flying Officer, Pilot Officer, Officer Cadet.

Commissioned Defence Force Officers performing duties for which there is a civilian equivalent are excluded from this occupation. These officers are included with the civilian occupation, for example, nursing officers are included in Occupation 265499 Registered Nurses nec.

## Specialisations

- Artillery Officer (Army)
- General Service Officer (Army)
- Infantry Officer (Army)
- Military Police Officer

## **Skill level: 1**

### **Main tasks**

- Establishes administrative and operational procedures by considering the operating environment of the Defence Force
- Makes policy decisions and accepts responsibility for Defence operations, staff performance and achievement of targets, and adheres to budgets, standards and procedures
- Establishes lines of control and delegates responsibilities to subordinate Defence Force staff
- Coordinates and facilitates the development of strategic plans and objectives for organisational units within the Defence Force
- Liaises with other officers and external stakeholders to coordinate activities and achieve objectives
- Represents the Defence Force at unit meetings, briefings and other official engagements

#### **Occupation**

## **149232 Commissioned Fire Officer**

Provides high level management to support the running of a geographical or operational section of a fire service.

### **Alternative title**

- Superintendent (Fire Services)

### **Specialisation**

- Inspector (Fire Services)

## **Skill level: 1**

### **Main tasks**

- Develops and implements strategic plans and policies for the geographical or operational section of a fire service
- Manages the allocation of resources, including personnel, equipment and vehicles, to ensure the effective response to fire incidents
- Provides leadership and guidance to personnel in emergency response operations
- Prepares reports and provides advice to senior management on the performance and activities of the geographical or operational section of a fire service

#### **Occupation**

# 149233 Commissioned Police Officer

Provides high level management to support the running of a geographical or operational section of a police service.

**Skill level: 1**

## Main tasks

- Develops and establishes administrative and operational procedures, taking into consideration the organisation's operational environment
- Makes policy decisions and accepts responsibility for operations, performance of staff, achievement of targets, and adherence to budgets, standards and procedures
- Investigates and resolves complex issues and complaints
- Establishes line of control, delegates responsibilities, and provides guidance and support to subordinate staff
- Develops and maintains relationships with key stakeholders, such as community groups and other law enforcement agencies
- Represents the police service in dealings with other organisations, stakeholders and the public
- Prepares budgets, reports and other management plans
- Implements changes based on law enforcement developments

### Unit Group

# 1493 Scientific and Environmental Managers

Plan, organise, direct, control and coordinate scientific, geological, environmental management, laboratory and geological operations for organisations.

### OSCA skill level

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

### Occupation

# 149331 Environmental Manager

Plans, organises, directs, controls and coordinates the development and implementation of an environmental management system within an organisation. Ensures corporate sustainable development or environmental sustainability by identifying, solving and

alleviating environmental issues, such as invasive species, pollution and waste treatment, or ecosystem restoration, in compliance with environmental legislation.

## Specialisation

- Environment and Sustainability Manager

### Skill level: 1

#### Main tasks

- Implements environmental strategies, policies and practices within an organisation
- Ensures an organisation complies with relevant environmental legislation
- Assesses, evaluates and monitors the sustainability and environmental impact of an organisation
- Analyses environmental performance data and reports back to an organisation with recommendations on best environmental and sustainability practices
- Plans the budgets, timelines and resources required to improve the sustainability performance of an organisation
- Plans and implements programs or regulations for the management, protection, restoration or recovery of marine life, wildlife, vegetation and other natural resources

#### Occupation

## 149332 Exploration Manager

Plans, implements, leads and manages geological exploration programs for an organisation to identify, examine and evaluate economically viable resources.

Registration or licensing may be required.

### Skill level: 1

#### Main tasks

- Develops, implements, executes and manages exploration programs, strategies and plans in alignment with organisational objectives
- Ensures exploration programs comply with safety, quality control and other industry best practices
- Assesses geological and technical data to evaluate exploration targets and prioritise exploration activities
- Assesses, evaluates and guides decision-making on the lease or acquisition of potential resource sites
- Provides leadership and manages exploration geology teams

**Occupation**

## 149333 Laboratory Manager

Plans, organises, directs, controls and coordinates the operations of a research, medical or production laboratory to ensure quality standards are met and health and safety standards comply with regulatory frameworks.

**Skill level: 1**

### Main tasks

- Implements, manages and oversees protocols, and ensures health and safety standards in the laboratory comply with regulatory frameworks
- Maintains laboratory equipment and inventory levels
- Trains technicians on the proper use of equipment and safety procedures to follow in the laboratory
- Manages the daily operations of a laboratory, including the supervision of employees and schedule of activities
- Monitors and ensures all laboratory operations are performed according to specifications
- Reviews the studies, tests and analysis performed in the laboratory
- Plans, organises and coordinates the quality management processes within the laboratory

**Occupation**

## 149399 Scientific and Environmental Managers nec

This occupation group covers Scientific and Environmental Managers not elsewhere classified.

**Skill level: 1**

### Occupations in this group include:

- Bushfire Recovery Case Manager
- Geological Superintendent
- Parks and Reserves Manager
- Water Resource Manager
- Zoo Manager

**Unit Group**

# 1494 Senior Non-commissioned Defence Force Members

Implement and enforce directives of commissioned officers of the Australian Defence Forces.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 149431 Senior Non-commissioned Defence Force Member

Implements and enforces directives of commissioned officers of the Australian Defence Force.

This occupation includes the following ranks:

- Navy: Warrant Officer of the Navy, Warrant Officer, Chief Petty Officer, Petty Officer
- Army: Regimental Sergeant Major of the Army, Warrant Officer Class 1, Warrant Officer Class 2, Sergeant
- Air Force: Warrant Officer of the Air Force, Warrant Officer, Flight Sergeant, Sergeant.

**Skill level: 1****Main tasks**

- Supervises a small group of subordinates
- Maintains discipline of subordinates
- Monitors the morale, welfare and behaviour of subordinates, and advises commanding officers accordingly
- Instructs subordinates in dress, deportment, demeanour, behaviour, drill and devotion to duty to maintain military standards
- Conducts military drills and inspections
- Teaches military traditions and customs

**Unit Group**

# 1499 Other Specialist Managers

This unit group covers Specialist Managers not elsewhere classified. It includes Airport Managers, Correctional Facility Managers and Emergency Management Officers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 149931 Airport Manager

Manages the daily operations of an airport and ensures its compliance with aviation policies, procedures and regulations.

**Alternative title**

- Aviation Manager

**Specialisation**

- Airport Terminal Manager

**Skill level: 1****Main tasks**

- Manages the daily operations of an airport and ensures compliance with aviation policies, procedures and regulations
- Plans, manages and monitors the maintenance and development of airport infrastructure
- Manages and improves airport operations and processes, and implements safety protocols to ensure the security and safety of the airport
- Manages emergency operations and addresses problems that arise at the airport or with aircraft
- Reviews aircraft accident reports

**Occupation**

# 149932 Correctional Facility Manager

Manages the daily operations of a correctional facility.

## Alternative title

- Corrections Manager

## Skill level: 1

### Main tasks

- Manages the daily operations and finances of a correctional facility or a subsection of a correctional facility
- Monitors, leads and supports correctional facility staff, and ensures subordinates comply with policies and procedures
- Manages the implementation of initiatives aimed at preventing reoffending
- Ensures the admission and discharge of detainees are undertaken in accordance with relevant legislation, policies and procedures
- Ensures that correctional facility hygiene, safety and security complies with regulations and standards

### Occupation

# 149933 Emergency Management Officer

Coordinates, plans and manages the development and implementation of strategies, policies and programs to respond to and recover from disasters or emergency situations, such as floods, cyclones and biosecurity incidents.

## Skill level: 1

### Main tasks

- Develops policies, strategic and operational plans and processes to respond to and recover from disasters or emergency situations
- Identifies and analyses key issues and their impact on disaster risk reduction, emergency management, policies and response capability
- Coordinates response activities to respond to and recover from disasters or emergency situations
- Establishes and manages networks to liaise on emergency preparedness, prevention and response and recovery operations from disasters or emergency situations
- Leads the development of recovery programs and activities to support the recovery of communities following a disaster or emergency situation

**Occupation**

# 149999 Specialist Managers nec

This occupation group covers Specialist Managers not elsewhere classified.

**Skill level: 1**

**Occupations in this group include:**

- Area Manager (Retail)
- Bid Manager
- Diplomat
- Harbour Master
- Power Station Manager
- Water Treatment Facility Manager