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✓ **Latest release**

Sub-major Group

22 Business Professionals

OSCA - Occupation Standard Classification for Australia

Reference period: 2024, Version 1.0

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22 Business Professionals

Perform analytical, conceptual and practical tasks to provide services in human resource development, public relations and marketing, and conduct studies of organisational structures, methods and systems.

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

221 Business Promotion and Communications Professionals

Create and manage advertising campaigns, communication strategies and policies, facilitate communication between politicians, constituents and various organisations, and sell industrial, medical and pharmaceutical goods.

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

2211 Advertising Specialists

Devise and coordinate advertising campaigns that encourage consumers to purchase particular goods 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

221131 Advertising Specialist

Devises and coordinates advertising campaigns that encourage consumers to purchase particular goods or services.

Alternative titles

- Advertising Account Executive
- Advertising Account Manager
- Creative Director (Advertising)

Skill level: 1

Main tasks

- Plans, develops and organises advertising policies and campaigns to support sales objectives
- Advises executives and clients on advertising strategies and campaigns to reach target markets, create consumer awareness, and effectively promote the attributes of goods and services
- Coordinates production of advertising campaigns involving artwork, copywriting, media scripting, television and film production, and media placement, within time and budget constraints

Unit Group

2212 Communications Officers (Public Relations)

Plan, develop, implement and evaluate information and communication strategies that create an understanding and a favourable view of organisations, their goods and services, and their role in the community.

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

221231 Communications Officer (Public Relations)

Plans, develops, implements and evaluates information and communication strategies that create an understanding and a favourable view of an organisation, its goods and services, and its role in the community.

Alternative title

- Public Relations Professional

Specialisations

- Media Adviser
- Promotions Coordinator
- Public Affairs Officer
- Public Relations Consultant
- Public Relations Officer
- Social Media Specialist (Public Relations)

Skill level: 1

Main tasks

- Plans and organises publicity campaigns and communication strategies
- Advises executives on the public relations implications of their policies, programs and practices

- Prepares and controls the issue of news and press releases
- Undertakes and commissions public opinion research, analyses the findings, and plans public relations and promotional campaigns
- Organises special events, seminars, entertainment, competitions and social functions to promote goodwill and favourable publicity
- Represents organisations and arranges executive interviews with publicity media
- Attends business, social and other functions to promote the organisation
- Commissions and obtains photographs and other illustrative material
- Selects, appraises and revises material submitted by publicity writers, photographers, illustrators and others to create favourable publicity

Unit Group

2213 Electorate and Liaison Officers

Manage the electorate offices of politicians and establish and facilitate communication between individuals, community groups, organisations and governments.

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

221331 Electorate Officer

Manages the electorate office of a politician, and liaises with constituents and the media on their behalf.

Skill level: 1

Main tasks

- Manages day-to-day operations of a politician's divisional office within their electorate
- Liaises with constituents to address concerns
- Responds to enquiries and provides information
- Prepares correspondence and media materials
- Monitors media coverage and public opinion
- Organises meetings and events
- Maintains database of constituents and stakeholders

- Manages electorate activities during an election

Occupation

221332 Liaison Officer

Establishes and facilitates communication between individuals, community groups, organisations and governments.

Specialisations

- Aboriginal and Torres Strait Islander Liaison Officer
- Business Liaison Officer
- Community Liaison Officer
- Disability Liaison Officer
- Police Liaison Officer

Skill level: 1

Main tasks

- Represents individuals, community groups, organisations and governments at meetings, forums and events to promote dialogue and understanding
- Mediates and resolves conflicts and disputes between parties
- Conducts research and analysis to identify stakeholder needs and priorities
- Prepares reports, presentations and other communication materials, and develops and implements strategies to improve communication and cooperation
- Monitors and evaluates the effectiveness of communication and engagement activities

Unit Group

2214 ICT Business Development Managers

Identify and generate new ICT business opportunities to further improve market share and awareness by gaining an understanding of customers' ICT needs and promoting goods and services to these customers. May manage some key customer accounts.

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

221431 ICT Business Development Manager

Identifies and generates new ICT business opportunities to further improve market share and awareness by gaining an understanding of customers' ICT needs and promoting goods and services to these customers. May manage some key customer accounts.

Skill level: 1

Main tasks

- Develops and executes strategic business plans to promote existing and new ICT goods and services
- Conducts research to identify market trends, emerging technologies and ICT business opportunities
- Presents, promotes and sells ICT goods and services to existing and prospective client businesses in meetings through product demonstrations
- Provides ICT business recommendations to senior management and business leadership to the team
- Arranges delivery of ICT goods, installation of equipment and the provision of services

Unit Group

2215 Marketing Professionals

Analyse consumer behaviour and identify market opportunities to develop plans and policies to price and promote the goods and services provided by 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

221531 Content Creator (Marketing)

Creates and publishes text, photos and videos designed to promote businesses, products or services to social media and digital platforms, to grow an audience, build brand awareness and increase sales. Schedules the release of, and updates to, marketing content on these platforms.

Social media influencers are excluded from this occupation. Social media influencers are included in Occupation 231133 Content Creator (Social Media).

Alternative titles

- Digital Content Producer (Marketing)
- Digital Marketing Specialist
- Social Media Specialist (Marketing)

Skill level: 1

Main tasks

- Develops and implements digital marketing and social media strategies to increase brand awareness and searchability
- Creates engaging, relevant and timely digital marketing and social media content to market an organisation and its activities, and drive consumer engagement
- Monitors and analyses social media and website performance metrics to track engagement and target content
- Manages, schedules and monitors multiple social media accounts
- Maintains and enhances website content for external and internal audiences
- May collaborate with social media influencers to develop content and increase brand reach

Occupation

221532 Digital Marketing Analyst

Uses tools and techniques such as pay per click, search engine optimisation and tracking customer behaviour on websites to better understand online consumer behaviour, with the aim of improving digital marketing campaigns and ultimately increasing sales.

Skill level: 1

Main tasks

- Discovers and disseminates customer insights, and guides strategic and tactical initiatives, customer identification, addressability and segmentation
- Applies statistical modelling methods to determine the potential impact of pricing strategies on profitability
- Monitors performance of initiatives, providing regular reporting and insights as required
- Analyses data from digital marketing campaigns and platforms
- Recommends updates to digital content to improve search engine metrics

Occupation

221533 Market Research Analyst

Assists organisations to understand current and predict future consumer behaviours through the collection and analysis of data. This data is likely to be obtained through consumer surveys and interviews conducted online or in-store.

Skill level: 1

Main tasks

- Collects and analyses data regarding consumer patterns and preferences
- Interprets and predicts consumer trends
- Researches potential demand and market characteristics for new goods and services
- Contributes to the preparation and execution of marketing objectives, policies and programs
- Commissions and undertakes market research to identify market opportunities for new and existing goods and services
- Advises on all elements of marketing, such as product mix, pricing, promotion and distribution

Occupation

221534 Marketing Specialist

Identifies market opportunities and advises on the development, coordination and implementation of plans for pricing and promoting an organisation's goods and services.

Alternative titles

- Marketing Consultant
- Marketing Coordinator
- Marketing Officer

Specialisations

- Brand Manager
- Category Manager
- Pricing Analyst
- Product Manager
- Sales Analyst

Skill level: 1**Main tasks**

- Commissions and undertakes market research to identify market opportunities for new and existing goods and services
- Collects and analyses data to research potential demand and market characteristics for new goods and services
- Supports business growth and development through the preparation and execution of marketing objectives, policies and programs
- Advises on all elements of marketing, such as product mix, pricing, advertising and sales promotion, selling and distribution channels
- May develop strategies to ensure the visibility of a brand and maintain the brand's identity

Unit Group

2216 Technical Sales Representatives

Represent companies in selling a range of industrial, medical and pharmaceutical goods and services to industrial, business, professional and other establishments.

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

221631 ICT Account Manager

Manages sale of computer hardware, software and services to existing account clients and identifies further sales opportunities within these accounts, builds new account clients, manages customer satisfaction and retention, and coordinates the preparation and presentation of ICT sales proposals and tenders.

Skill level: 1**Main tasks**

- Develops and manages lists of prospective clients to establish client relationships and sales opportunities
- Develops and maintains key accounts and portfolio plans

- Acquires and updates knowledge of ICT goods, services and market conditions to differentiate from competition and maximise business opportunities
- Engages with clients to understand their requirements and explain the ICT goods and services that meet their needs
- Engages with existing and prospective clients to promote relevant ICT goods and services
- Follows up with clients to ensure their satisfaction with provided ICT goods and services, and resolves problems that arise
- Coordinates the preparation and presentation of ICT sales reports, proposals and tenders

Occupation

221632 ICT Sales Representative

Develops and converts sales opportunities into sales of computer hardware, software and ICT services.

Skill level: 1

Main tasks

- Quotes and negotiates prices and credit terms, and completes contracts and records orders
- Arranges delivery of goods, installation of equipment, and the provision of services
- Reports to sales management on sales made and the marketability of ICT goods and services
- Follows up with clients to ensure satisfaction with ICT goods and services purchased, arranges modifications, and resolves any problems that arise
- Prepares sales reports, and maintains and submits records of business expenses incurred

Occupation

221633 Sales Representative (Industrial Products)

Represents companies in selling a range of specialised chemicals, machines, manufacturing materials and other industrial supplies.

Skill level: 1

Main tasks

- Identifies potential customers and generates leads for industrial products

- Demonstrates the operation of industrial products and equipment, and explains the benefits to customers
- Provides technical support and training to customers on the safe use of industrial products
- Quotes and negotiates prices and credit terms, and completes contracts and records orders
- Arranges delivery of goods and installation of industrial equipment
- Follows up with clients to ensure satisfaction with goods and services purchased, and resolves any problems that arise
- Supports, assists and sells to walk-in customers
- Monitors market trends and competitor activities to identify opportunities for business growth
- Attends trade shows, conferences and industry events to promote industrial products

Occupation

221634 Sales Representative (Medical and Pharmaceutical Products)

Represents companies in selling medical, dental and pharmaceutical products.

Specialisation

- Medical Representative

Skill level: 1

Main tasks

- Identifies potential customers and generates leads for medical and pharmaceutical products
- Contacts and visits Health Professionals such as doctors, Dentists and Pharmacists to promote and sell products
- Provides technical support and training to customers on the use of products
- Prepares and delivers presentations and product demonstrations to Health Professionals
- Quotes and negotiates prices and credit terms, and completes contracts and records orders
- Arranges delivery of goods, installation of equipment, and the provision of services
- Follows up with clients to ensure satisfaction with goods and services purchased, and resolves any problems that arise
- Prepares sales reports and forecasts for management

- Monitors market trends and competitor activities to identify opportunities for business growth
- Maintains compliance with health and medical regulations
- Attends conferences, trade shows and industry events to network and promote products

Occupation

221699 Technical Sales Representatives nec

This occupation group covers Technical Sales Representatives not elsewhere classified.

Skill level: 1

Occupations in this group include:

- Sales Representative (Educational Products and Services)

Minor Group

222 Human Resources, Work Health and Safety and Training Professionals

Plan, develop, implement and evaluate staff recruitment, retention, training, wellbeing and development programs, assist in resolving disputes by advising on workplace relations policies and problems, and contribute to the rehabilitation of people who have been injured or become ill due to their work.

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

2221 Human Resources and Workplace Relations Advisers

Provide staffing and personnel administration services to support organisations' human resources policies and programs, assist in setting terms and conditions of employment, and resolve workplace disputes.

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

222131 Human Resources Adviser

Provides staffing and personnel administration services in support of an organisation's human resource policies and programs. Ensures an equitable work culture exists, focusing on inclusion of employees of diverse backgrounds.

Alternative titles

- HR Adviser
- Human Resources Consultant

Specialisations

- Diversity, Equity and Inclusion Specialist
- Personnel Officer
- Workforce Planning Analyst

Skill level: 1

Main tasks

- Arranges advertising of job vacancies, interviewing and testing of applicants, and selection of staff
- Maintains personnel records and associated human resources information systems
- Arranges the induction of staff, and provides information on conditions of service, salaries and promotional opportunities
- Develops, plans and formulates enterprise agreements or collective contracts such as productivity-based wage adjustment procedures, workplace relations policies and programs, and procedures for their implementation
- Manages diversity programs, projects, training and communication logistics

Occupation

222132 Workplace Relations Adviser

Assists employers in setting terms and conditions of employment. Resolves disputes by undertaking negotiations with staff on matters such as rates of pay and conditions of employment.

Alternative titles

- Employment Relations Adviser
- Industrial Relations Adviser

Skill level: 1

Main tasks

- Undertakes negotiations on terms and conditions of employment in the workplace
- Examines and resolves disputes and grievances on behalf of the employer
- Studies and interprets legislation, awards, collective agreements and employment contracts, wage payment systems, and dispute settlement procedures
- Provides industrial relations advice
- Manages employee relations
- Promotes a positive work environment
- Mitigates risks associated with industrial disputes
- Manages employment discipline and performance management processes

Unit Group

2222 Recruitment Consultants

Interview applicants to determine their job requirements and suitability for particular jobs, and assist employers to find suitable staff.

Agents representing workers with specialised skills in the arts, entertainment or sports are included in this unit group.

Employment Consultants are excluded from this unit group. Employment Consultants are included in Occupation 411431 Employment Consultant.

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

222231 Recruitment Consultant

Interviews applicants to determine their job requirements and suitability for particular jobs, and assists employers to find suitable staff.

Agents representing workers with specialised skills in the arts, entertainment or sports are included in this occupation.

Employment Consultants are excluded from this occupation. Employment Consultants are included in Occupation 411431 Employment Consultant.

Specialisations

- Executive Search Specialist
- Talent Agent

Skill level: 1

Main tasks

- Receives and records job vacancy information from employers, such as details about job descriptions, wages and conditions of employment
- Writes and places advertisements for jobs
- Provides information on current job vacancies in the organisation to employers and job seekers
- Arranges interviews for job seekers
- Searches, vets and introduces highly qualified candidates to companies
- Seeks out candidates for senior, executive and other highly specialised positions
- May act as an agent for people seeking work in various fields, including photography, film, theatre, television, radio, literary, modelling and sports
- May represent talented individuals and individuals with specialised skills in negotiating contracts and finding employment

Unit Group

2223 Rehabilitation Consultants and Work Health and Safety Advisers

Support the rehabilitation of people who have been injured or become ill due to their work, manage the impact of injury and illness on businesses, and develop, implement and evaluate work health and safety procedures, policies and programs.

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

222331 Rehabilitation Consultant

Works with employers, workers and other stakeholders to support the rehabilitation and return to work of people who have been injured or become ill as a result of their work. Assists employers to manage the impacts of worker injury or illness on their business.

Alternative titles

- Occupational Rehabilitation Consultant
- Vocational Rehabilitation Consultant
- Workplace Rehabilitation Consultant

Skill level: 1

Main tasks

- Conducts assessments of worksites, functional capacity, ergonomics, equipment and homes to evaluate their suitability for abilities and needs of clients
- Identifies return to work barriers, assists clients with returning to work, and provides support and guidance throughout the transition process
- Coordinates with clients, insurers, medical professionals and employers to reach outcomes that are suitable for everyone involved
- Addresses any special accommodation a client may require at their job, ensuring that the workplace is accessible and conducive to their physical and mental health
- Creates, executes and supervises initiatives that support injured employees reintegrating into the workforce

Occupation

222332 Work Health and Safety Adviser

Develops, implements and evaluates risk management policies and programs, trains employees in work health and safety procedures, monitors and audits the workplace, and records and investigates incidents to ensure safe and healthy working conditions.

Rehabilitation Consultants are excluded from this occupation. Rehabilitation Consultants are included in Occupation 222331 Rehabilitation Consultant.

Alternative title

- Work Health and Safety Officer

Specialisation

- Occupational Hygienist

Skill level: 1

Main tasks

- Trains employees and guides work health and safety procedures
- Records and investigates workplace incidents and accidents to identify causes and prevent future occurrences
- Conducts risk assessments to identify hazards and monitors workplace for safety compliance
- Reviews and updates health and safety policies, procedures and programs to ensure compliance with legislation and industry standards
- Provides advice on workplace health and safety issues
- May monitor equipment and measure levels of exposure to hazardous substances and other environmental factors to workers

Unit Group

2224 Training and Development Professionals

Plan, develop, implement and evaluate training and development programs to ensure management and staff acquire the skills and develop the competencies required by organisations to meet organisational objectives.

Adult Literacy / Numeracy Teachers, RTO teachers and trainers, TAFE lecturers and teachers, and vocational education and training (VET) trainers and assessors are excluded from this unit group. Adult Literacy / Numeracy Teachers are included in Occupation 259931 Adult Literacy / Numeracy Teacher. RTO teachers and trainers, TAFE lecturers and teachers, and VET trainers and assessors are included in Occupation 252231 Vocational Education Teacher.

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

222431 Training and Development Professional

Plans, develops, implements and evaluates training and development programs to ensure management and staff acquire the skills and develop the competencies required by an organisation to meet organisational objectives.

Adult Literacy / Numeracy Teachers, RTO teachers and trainers, TAFE lecturers and teachers, and VET trainers and assessors are excluded from this occupation. Adult Literacy / Numeracy Teachers are included in Occupation 259931 Adult Literacy / Numeracy Teacher. RTO teachers and trainers, TAFE lecturers and teachers, and VET trainers and assessors are included in Occupation 252231 Vocational Education Teacher.

Alternative titles

- Learning and Development Consultant
- Training Coordinator
- Training Officer

Specialisations

- Education Officer (Air Force and Army)
- ICT Trainer
- Training Systems Officer (Navy)
- Workplace Trainer and Assessor

Skill level: 1

Main tasks

- Identifies training needs and requirements of individuals and organisations
- Sets human resource development objectives and evaluates learning outcomes
- Prepares and develops instructional training material and aids, such as handbooks, visual aids, online tutorials, demonstration models, and support training reference

documentation

- Designs, coordinates, schedules and conducts training and development programs that can be delivered in the form of individual and group instruction, and facilitates workshops, meetings, demonstrations and conferences
- Liaises with external training providers to arrange delivery of specific training and development programs
- Monitors and performs ongoing evaluation and assessment of training quality and effectiveness, and reviews and modifies training objectives, methods and course deliverables
- Gathers, investigates and researches background materials to gain an understanding of various subject matters and systems
- Writes end user products and materials such as user training, tutorial and instruction manuals, online help, and operating and maintenance instructions

Minor Group

223 Information and Organisation Professionals

Support organisations, government, individuals and the community by designing and applying analytical models and principles to analyse, organise and manage information and data, provide advice on policy, business and organisational methods, and value property and other items.

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

2231 Actuaries, Mathematicians and Statisticians

Analyse, develop and apply actuarial, mathematical, statistical, financial and quantitative principles and techniques to solve problems and design experiments and surveys in a range of fields such as business and finance, health, engineering, government, scientific and social research, and technology.

Econometricians are excluded from this unit group. Econometricians are included in Occupation 232333 Economist.

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

223131 Actuary

Analyses mathematical, statistical, demographic, financial or economic data to predict and assess long-term risks and potential impacts of future events.

Registration or licensing is required.

Skill level: 1

Main tasks

- Applies and examines complex models to forecast future events that may have financial, social or environmental impacts
- Analyses data to identify opportunities to improve outcomes for companies, government, society and other organisations
- Formulates and proposes strategies to mitigate risks and uncertainties
- Designs policies, assesses risk and analyses investments primarily in life insurance, superannuation, health insurance, friendly societies and financial markets
- Ensures compliance with applicable laws, regulations and an ethical code of conduct

Occupation

223132 Mathematician

Develops and applies mathematical principles and techniques to solve problems in all areas of the sciences, engineering, technology, social sciences, business, industry and commerce.

Specialisation

- Quantitative Analyst

Skill level: 1

Main tasks

- Conducts research to extend mathematical knowledge in areas such as algebra, geometry, probability and logic
- Applies mathematical theories and techniques to the solution of practical problems in business and management
- Develops mathematical or statistical models of trends to be used for analysis or for software simulation
- Performs computations and applies methods of numerical analysis to data
- Addresses the relationships of quantities, magnitudes and forms using numbers and symbols

Occupation

223133 Statistician

Applies statistical principles to design experiments, surveys and other quantitative studies. Uses statistical techniques to collect, organise, analyse and interpret data. Uses and develops statistical methods to solve problems in all areas of the sciences, engineering, health, technology, social sciences, business, government, industry and commerce.

Specialisations

- Biostatistician
- Demographer
- Epidemiologist
- Statistical Analyst

Skill level: 1

Main tasks

- Evaluates, processes, analyses and interprets data
- Produces relevant statistics to describe and infer trends and patterns
- Applies models to experimental observations, and adjusts and recasts the models
- Evaluates and describes the reliability and utility of source information
- Liaises with management and clients to determine the area to be surveyed or examined
- Plans and organises surveys and other statistical collections, and designs questionnaires
- Reports significant differences in relationships among sources of data
- Uses numerical analysis methods to develop algorithms and perform computations

Unit Group

2232 Data Professionals

Design, build and deploy data models, analytic frameworks, data storage and transformation processes and systems, and apply analytical techniques and tools to gather, process, analyse, interpret and present data for strategic planning and decision-making. Statisticians are excluded from this unit group. Statisticians are included in Occupation 223133 Statistician.

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

223231 Data Analyst

Gathers, processes, analyses and interprets data using data analytical tools. Communicates findings through reports and data visualisations, such as charts and infographics.

Skill level: 1

Main tasks

- Sets up processes to securely collect, store, process and validate data
- Evaluates the accuracy and reliability of data
- Analyses and interprets data to produce relevant statistics to describe and infer trends and patterns, solve problems and answer data-related queries
- Applies data analytics and visualisation techniques to gain business insights
- Prepares presentations and/or writes reports to communicate findings and support strategic decision-making
- Implements and/or follows data management processes to ensure data is used ethically and in compliance with data governance standards and strategies
- May write custom scripts and code in programming language to conduct analytical tasks

Occupation

223232 Data Architect

Designs, develops and manages complex data models within an organisation.

Skill level: 1

Main tasks

- Develops and maintains a data architecture strategy aligned with business objectives and data management principles
- Assesses appropriate technologies for data management, storage, analysis and disposal for the organisation
- Designs conceptual data models and implements metadata standards to provide a clear understanding of organisational data assets
- Defines data flow, data usage and data integration processes within an organisation
- Designs, develops and implements physical databases or data warehouses to support requirements for transactional data, business intelligence and data analytics
- Assesses proposed changes to object or data structures, and evaluates alternative options

Occupation

223233 Data Engineer

Designs, builds, operationalises and maintains the systems and processes for storing, transforming and analysing datasets.

Skill level: 1

Main tasks

- Builds, tests and maintains data pipelines to support analytics and data processing systems
- Develops and optimises processes and tools for data extraction, transformation and loading
- Identifies, designs and implements process improvements, including automating manual processing, optimising data delivery, and redesigning infrastructure for optimum scalability
- Implements secure data handling and storage procedures, protects data privacy, and ensures compliance with regulations and best practices

Occupation

223234 Data Scientist

Applies analytical techniques and scientific procedures to datasets by creating algorithms and using statistical models. Builds and deploys analytics frameworks, such as machine

learning, to obtain information for strategic planning and decision-making.

Skill level: 1

Main tasks

- Prepares data for analysis, cleans data, and recognises and overcomes data anomalies
- Applies analytics techniques that incorporate mathematical, statistical, programming and database skills
- Builds and deploys machine learning and artificial intelligence frameworks
- Applies models to data, and evaluates and adjusts models to discover trends and extract insights
- Presents data-driven findings and outcomes to key decision-makers and stakeholders
- Provides strategic input and innovation to organisational data science initiatives

Unit Group

2233 Intelligence and Policy Analysts

Collect and analyse information and data that supports planning and operations in organisations, and develop and analyse policies guiding the design, implementation and modification of government and commercial operations and programs.

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

223331 Intelligence Analyst

Collects and analyses information and data to produce intelligence for an organisation to support planning, operations and human resource functions.

Specialisations

- Criminal Intelligence Analyst
- Intelligence Analyst (Defence)
- Intelligence Officer

Skill level: 1**Main tasks**

- Collects, assesses and analyses data to develop intelligence information and assist in intelligence activities
- Determines organisational and client intelligence requirements
- Ascertains the accuracy of data collected and the reliability of sources
- Analyses intelligence data to identify patterns related to potential security threats or criminal activity
- Predicts future illegal activity based on the analysis of intelligence information

Occupation

223332 Policy Analyst

Develops and analyses policies guiding the design, implementation and modification of government or commercial operations and programs.

Alternative title

- Policy Adviser

Specialisation

- Foreign Policy Officer

Skill level: 1**Main tasks**

- Liaises and consults with stakeholders to identify policy needs
- Reviews existing policies and legislation to identify anomalies and out-of-date provisions
- Researches social, economic and industrial trends, and client expectations of programs and services provided
- Formulates and analyses policy options, prepares briefing papers and recommendations for policy changes, and advises on preferred options
- Assesses impacts, financial implications, interactions with other programs, and both political and administrative feasibility of policies

Unit Group

2234 Management and Organisation Analysts

Assist organisations to improve outcomes and achieve greater efficiency by analysing, developing, maintaining and reviewing organisational architecture, processes, systems and resources.

ICT Business Analysts are excluded from this unit group. ICT Business Analysts are included in Occupation 273232 ICT Business Analyst.

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

223431 Enterprise Architect

Develops, maintains and communicates the overarching enterprise architecture for an organisation, aligning processes, information and technology with business strategy. Ensures coherence and alignment across departments, and optimises systems and processes to achieve business goals.

Skill level: 1

Main tasks

- Creates and maintains the strategic enterprise architecture roadmap and frameworks in alignment with business objectives
- Describes the interrelationships between the organisation's business, data, applications and infrastructure
- Assesses existing functions and capabilities, and identifies gaps and vulnerabilities
- Develops strategies to improve and support enterprise efficiency and performance
- Evaluates new technologies for potential adoption to improve efficiency and achieve business requirements
- Ensures compliance between business strategies, enterprise transformation activities, technology directions, policies and practices
- Facilitates architectural changes in the organisation, helps mitigate the associated risks, and evaluates its effectiveness

Occupation

223432 Management Consultant

Assists organisations to achieve greater efficiency and solve organisational problems which exclude the deployment of quality systems and certification processes.

ICT Business Analysts are excluded from this occupation. ICT Business Analysts are included in Occupation 273232 ICT Business Analyst.

Alternative title

- Business Consultant

Specialisations

- Business Analyst (non-ICT)
- Business Improvement Manager

Skill level: 1

Main tasks

- Presents objective consultancy on management topics
- Researches and analyses clients' needs, identifies and assesses problems, and analyses specific areas of an organisation such as their current systems
- Assists and encourages the development of objectives, strategies and plans aimed at achieving optimal customer experiences and satisfaction, and the effective use of organisations' resources and capabilities
- Advises clients on recommendations based on analyses of current-state gaps to provide solutions to organisational problems
- Assists in implementing approved recommendations
- Provides coaching and mentoring to individuals and teams to build specific capabilities

Occupation

223433 Organisation and Methods Analyst

Studies organisational structures, methods, systems and procedures.

Alternative title

- Procedures Analyst

Specialisations

- Change Management Facilitator
- Delivery Coach
- Industry Analyst
- Quality Auditor

Skill level: 1

Main tasks

- Analyses and evaluates current systems, capabilities and structures within an organisation
- Assists and implements the development of objectives, strategies and plans to improve an organisation's processes and structures
- Identifies inefficiencies and areas for improvement, and develops solutions to address organisational problems
- Prepares and recommends proposals to revise methods and procedures, alters work flows, redefines job functions, and supports organisational innovations and improvements

Occupation

223434 Supply Chain Analyst

Analyses product delivery or supply chain processes to identify or recommend changes. May manage route activity, including invoicing, electronic bills and shipping tracing. Logistics Officers are excluded from this occupation. Logistics Officers are included in Occupation 571131 Logistics Officer.

Alternative title

- Logistics Analyst

Skill level: 1

Main tasks

- Collects and analyses supply chain data to identify areas for improvement and optimise operational efficiencies
- Conducts inventory analysis, prepares comprehensive reports to monitor stock levels and identify discrepancies, and ensures optimal inventory management
- Prepares and recommends proposals to revise methods and procedures, alters work flows, redefines job functions, and supports organisational innovation and improvements
- Assesses supply chain risks by developing strategies and contingency plans to resolve challenges and minimise disruptions
- Assists in implementing approved recommendations to supply chain teams

Unit Group

2235 Property and Valuation Professionals

Assess the value of land, property and other items and act on behalf of third parties to manage real estate portfolios and increase their value.

Facilities Managers and Property Managers are excluded from this unit group. Facilities Managers are included in Occupation 172331 Facilities Manager. Property Managers are included in Occupation 622131 Property 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

223531 Asset Manager (Property)

Manages a portfolio of real estate assets on behalf of a third party, such as an investor or business. Evaluates the performance of real estate assets and implements strategies to enhance their long-term viability and profitability.

Facilities Managers and Property Managers are excluded from this occupation. Facilities Managers are included in Occupation 172331 Facilities Manager. Property Managers are included in Occupation 622131 Property Manager.

Skill level: 1

Main tasks

- Coordinates with financial analysts and Accountants to monitor and evaluate the performance of real estate assets within a portfolio
- Conducts market research to identify opportunities for property portfolio growth and risk reduction
- Prepares and presents reports on property portfolio performance, operations and expenses to stakeholders
- Implements strategies to enhance the long-term viability and profitability of real estate assets
- Combines expertise in real estate and finance to oversee and optimise real estate investments for clients

Occupation

223532 Valuer

Assesses the value of land, property, commercial equipment, merchandise, personal effects, household goods and objects of art.

Registration or licensing may be required.

Specialisations

- Plant and Machinery Valuer
- Property Valuer
- Real Estate Valuer

Skill level: 1

Main tasks

- Inspects and assesses the value of land, property, commercial equipment, merchandise, personal effects, household goods and art
- Researches and analyses market data, sales trends and property information using valuation methodologies to make accurate valuations
- Conducts site visits and inspections to gather relevant information for valuation purposes
- Gives evidence in legal proceedings, mediates on valuation matters, and provides rental determinations for arbitration purposes
- Prepares and maintains detailed reports and documentation on the assessed value of properties and assets and other valuation activities
- Monitors and assures the quality of valuations undertaken by contractors and third parties

Unit Group

2239 Other Information and Organisation Professionals

This unit group covers Information and Organisation Professionals not elsewhere classified. It includes Company Secretaries, Cost Controllers, Health Information Managers, Patents Examiners and Records and Information Managers.

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

223931 Company Secretary

Plans, administers and reviews corporate compliance activities and effective practices concerning company board meetings and shareholdings, ensuring all business matters and transactions are managed and implemented as directed by the board.

Skill level: 1

Main tasks

- Coordinates board and committee meetings, including logistics, agenda preparation and distribution of meeting materials
- Develops and implements corporate governance policies and procedures
- Maintains accurate records of board and committee meetings, resolutions and actions
- Maintains accurate and up-to-date corporate records, including company registers, constitution and other legal documents
- Ensures compliance with all statutory and regulatory requirements
- Prepares and files required forms, reports and notifications with regulatory bodies
- Provides administrative and secretarial support to the company

Occupation

223932 Cost Controller

Measures, analyses and monitors the cost of projects throughout their lifecycle to ensure completion within allocated budgets, and recommends changes to reduce expenses.

Alternative title

- Project Cost Controller

Skill level: 1

Main tasks

- Analyses production and cost data to determine if projects will be completed within the allocated budget, and to forecast expenses and potential cost savings
- Analyses and maintains records of the variance between allocated budgets and actual project costs using cost control tools
- Oversees the distribution of budgeted funds throughout the lifecycle of projects to identify variances and provide recommendations to minimise cost overruns

- Develops and analyses cost reports, and communicates the results to the project team and Managers

Occupation

223933 Health Information Manager

Collects, classifies and manages health data to meet the medical, legal, ethical and administrative requirements of health care organisations.

Alternative title

- Clinical Data Manager

Skill level: 1

Main tasks

- Develops and implements health information management policies, procedures, technology and security initiatives, adhering to standards and governance requirements
- Manages patient information systems and ensures data integrity and security
- Oversees the collection, storage and retrieval of health information
- Collaborates with Health Professionals to develop and maintain standardised documentation practices
- Produces timely and accurate clinical coding, assigning diagnosis and procedure codes using health classification standards
- Analyses and interprets data for statistical and research purposes

Occupation

223934 Patents Examiner

Investigates and reports on patent applications to assess their compliance with the requirements of the Patents Act.

Registration or licensing may be required.

Skill level: 1

Main tasks

- Examines patent applications to determine their compliance with the Patents Act
- Assesses whether patent applications provide an adequate technical description of the invention
- Assesses whether the patent rights sought are justified and match the invention's technical description in the patent application

- Reviews technical specifications, drawings and other supporting documents to ensure they meet the necessary standards
- Conducts searches of online databases to identify similar patents that are held in Australia and overseas
- Prepares reports and recommendations on patent applications to the patent applicant or the applicant's legal representative
- Collaborates with patent attorneys and inventors to clarify technical aspects of the invention, and address any queries or objections

Occupation

223935 Records or Information Manager

Designs, implements and administers information governance structures and systems, ensuring the creation, accessibility, location, storage, retention and disposal of authoritative information assets.

Database Administrators and Health Information Managers are excluded from this occupation. Database Administrators are included in Occupation 271231 Database Administrators. Health Information Managers are included in Occupation 223933 Health Information Manager.

Alternative title

- Information Management Officer

Specialisations

- Configuration Management Technician
- Freedom of Information Officer

Skill level: 1

Main tasks

- Controls access to confidential information, and recommends codes of practice and procedures for accessing records
- Manages organisations' central record and information management systems
- Analyses the recordkeeping needs of organisations and translates these needs into record management systems
- Maintains computerised and other record management systems, and advises on their usage
- Develops record cataloguing, coding and classification systems, and monitors their use

- Develops and implements information and records management policies and procedures

Occupation

223999 Information and Organisation Professionals nec

This occupation group covers Information and Organisation Professionals not elsewhere classified.

Skill level: 1

Occupations in this group include:

- Campaigner
- Copyright Manager
- Electoral Officer
- Knowledge Manager
- Lobbyist
- Museum Registrar
- Privacy Officer