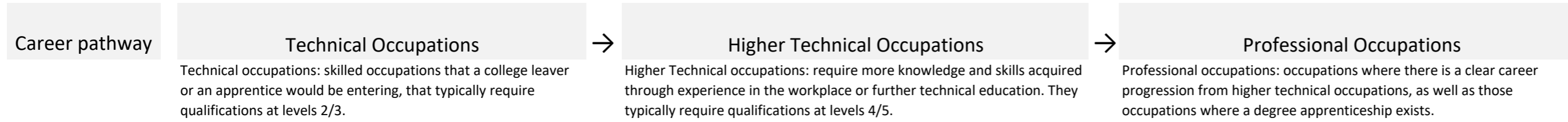


Occupational Map: Business and Administration

This is one of 15 occupational maps that group together occupations that require similar knowledge, skills and behaviours. Career pathways and occupational clusters have been used to provide further grouping of occupations, with the pathways indicating options for likely career progression. Every apprenticeship standard has been captured, as well as other skilled occupations where there is a substantial requirement for technical knowledge and practical skills. This map has two career pathways: management and administration; and human resources.

Occupations in green: approved for delivery
Occupations in amber: standard published
Occupations in red: standard in development
Occupations in black: occupation awaiting standard
 (): the number shown in brackets is the level of the apprenticeship (if the level is known)



[Click here for more information on the occupations listed in this map](#)

Management and Administration

Cluster: Administrator
Co-ordination, management and delivery of specific business processes and also their direct provision to users.

Business administrator (3)
Contracts administrator
Improvement Technician (3)
Leisure duty manager (3)
Library Information & Archive Services Assistant (3)
Public Service Operational delivery officer (3)
Secretary/Personal Assistant
Team leader / supervisor (3)

Cluster: Business Manager
Lead and manage a project (business/process improvement), business support services and/or run a practice using the full range of business systems, procedures and accounting practice. Includes the ability to set-up and develop a new business.

Associate project manager (4)
Business improvement manager
Business support manager
Community energy specialist (4)
Dental practice manager (4)
Improvement Practitioner (4)
Improvement Specialist (5)
Junior management consultant (4)
Revenues and welfare benefits practitioner (4)
Operations/departmental manager (5)
Policy officer (4)
Regulatory Compliance Officer (4)
School business professional (4)

Cluster: Management Professional
Leader of a business process and/or unit requiring the ability to analyse and improve complex business-wide processes and risks. Also includes the ability to provide a full range of company legal and financial knowledge relevant to running a company.

Business consultant
Business intelligence analyst
Business systems analyst
Company secretary
Chartered manager (degree) (6)
Improvement Leader (6)
Integrated higher education professional
Management analyst
Management consultant
Project manager (degree) (6)
Senior leaders masters degree apprenticeship (7)

Human Resources

Cluster: Human Resources Administrator
Provision of largely transactional human resource services e.g. recruitment, HR administration, rewards and recognition, training and development, etc.

HR support (3)
Learning and development practitioner (3)
Recruitment consultant (3)
Recruitment resourcer (2)

Cluster: Human Resources Manager
Management of routine human resource services, usually with specific expertise in a human resource discipline e.g. equality and diversity, training and development, employee representation. Significant problem solving is core to these occupations.

Equality and diversity officer
HR consultant/partner (5):
 - Core HR
 - HR operations
 - Organisational development
 - Resourcing
 -Total reward
Lead employability practitioner (4)
Learning and development consultant / business partner (5)
Trade Union official

Cluster: Human Resources Professional
Provision of high level human resource advice and leadership across an organisation combined with the ability to define strategic and operational organisation-wide human resource challenges and to develop lasting solutions.

Arbitration professional
Career development professional (6)
HR strategic leader