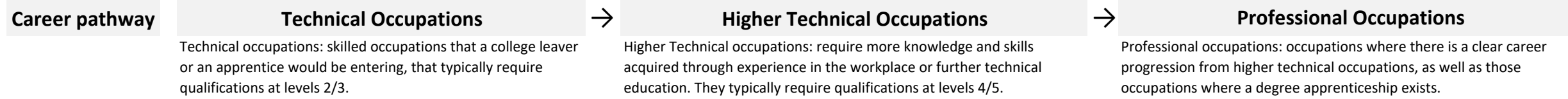


Occupational Map: Business and Administration

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



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

Management and Administration	<p>Cluster: Administrator <i>Co-ordination, management and delivery of specific business processes and also their direct provision to users.</i></p> <p>Business Administrator (3) Contracts Administrator Improvement Technician (3) Leisure Duty Manager (3) Library, Information & Archive Services Assistant (3) Public Sector Compliance Investigator/Officer (3) Public Service Operational Delivery Officer (3) Secretary/Personal Assistant Team Leader/Supervisor (3)</p>	<p>Cluster: Business Manager <i>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.</i></p> <p>Associate Project Manager (4) Business Improvement Manager Business Support Manager Community Energy Specialist (4) Dental Practice Manager (4) Improvement Practitioner (4) Improvement Specialist (5) Information Manager (4) Junior Management Consultant (4) Operations/Departmental Manager (5) Policy Officer (4) Regulatory Compliance Officer (4) Revenues & Welfare Benefits Practitioner (4) School Business Professional (4)</p>	<p>Cluster: Management Professional <i>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.</i></p> <p>Business Consultant Business Intelligence Analyst Business Systems Analyst Chartered Manager (degree) (6) Company Secretary Improvement Leader (6) Integrated Higher Education Professional Management Analyst Management Consultant Project Manager (degree) (6) Senior Leaders Masters Degree (7) Systems Thinking Practitioner (7)</p>
--------------------------------------	--	---	--

Human Resources	<p>Cluster: Human Resources Administrator <i>Provision of largely transactional human resource services e.g. recruitment, HR administration, rewards and recognition, training and development, etc.</i></p> <p>HR Support (3) Learning & Development Practitioner (3) Recruitment Consultant (3) Recruitment Resourcer (2)</p>	<p>Cluster: Human Resources Manager <i>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.</i></p> <p>Equality & Diversity Officer HR Consultant/Partner (5): - Core HR - HR Operations - Organisational Development - Resourcing - Total Reward Lead Employability Practitioner (4) Learning & Development Consultant/Business Partner (5) Trade Union Official</p>	<p>Cluster: Human Resources Professional <i>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.</i></p> <p>Arbitration Professional Career Development Professional (6) HR Strategic Leader</p>
------------------------	---	---	---