

CAREER FACT SHEET

Policy and Planning Managers

Snapshot

Policy and Planning Managers plan, organise, direct, control and coordinate policy advice and strategic planning within organisations

How many are employed in this occupation?	30,400
What are the average weekly earnings for full time workers?	\$2,831
How does unemployment compare with other occupations?	Below Average
What are the job prospects for this occupation?	Medium
What will be the likely future employment growth for the next five years?	Moderate Growth

Main employing industries

Public Administration and Safety; Financial and Insurance Services; Health Care and Social Assistance; Professional, Scientific and Technical Services

Tasks

This occupation may include associated occupations with varying tasks.

- developing, implementing and monitoring strategic plans, programs, policies, processes, systems and procedures to achieve goals, objectives and work standards
- developing, implementing, administering and participating in policy research and analysis
- coordinating the implementation of policies and practices
- establishing activity measures and measurements of accountability
- overseeing and participating in the development of policy documents and reports
- consulting with and providing expert advice to government officials and board members on policy, program and legislative issues
- representing the organisation in negotiations, and at conventions, seminars, public hearings and forums convened to discuss policy issues

INDUSTRY OVERVIEW

Public Administration and Safety

If you enjoy complex problem solving, and are a critical thinker who is good at communicating with people and undertaking administrative tasks, then the Public Administration and Safety sector might have a career pathway for you. The Public Administration and Safety industry is primarily made up of Federal, State and Local Government legislative, executive and legal agencies. These bodies provide physical, social, economic and general public safety and security services and are charged with enforcing regulations. Maybe you have always dreamt about being a Police or Ambulance officer, or want to work in a role that services members of the public. Perhaps you are interested in public policy, legislation and regulation. The Public Administration and Safety sector offers opportunities in these and many other fascinating areas.

Possible job pathways

- Auditors and Company Secretaries
- Economists
- Contract, Program and Project Administrators
- Filing and Registry Clerks
- General Clerks
- Human Resource Clerks
- Human Resource Managers
- Human Resource Professionals
- Inquiry Clerks
- Keyboard Operators (Data Entry Operator)
- Other Clerical & Administrative Workers
- Payroll Clerks
- Personal Assistants
- Policy and Planning Managers
- Receptionists
- Secretaries
- Cartographers and Surveyors
- Fire and Emergency Workers
- Inspectors and Regulatory Officers
- Police
- Prison Officers
- Safety Inspectors
- Security Officers and Guards
- Social Workers
- Archivists, Curators and Records Managers
- Primary Products Inspectors
- Urban and Regional Planners



Public Administration and Safety

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