



Australian Government



National  
Skills  
Commission

# AUSTRALIAN JOBS 2020

# Jobs by Industry

Australia's largest employing industries



Accounts for

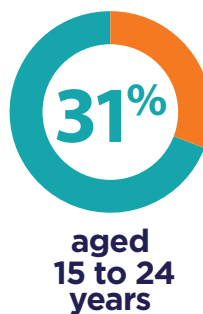


Top Employing Occupations

- 1 Registered Nurses
- 2 Aged and Disabled Carers
- 3 Child Carers



Accounts for



Top Employing Occupations

- 1 General Sales Assistants
- 2 Retail Managers
- 3 Checkout Operators and Office Cashiers



Accounts for

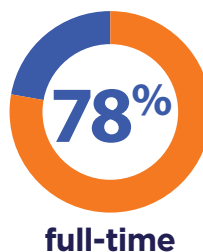


Top Employing Occupations

- 1 Carpenters and Joiners
- 2 Electricians
- 3 Construction Managers



Accounts for

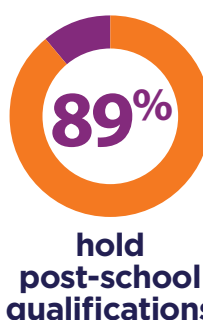


Top Employing Occupations

- 1 Accountants
- 2 Software and Applications Programmers
- 3 Solicitors



Accounts for



Top Employing Occupations

- 1 Primary School Teachers
- 2 Secondary School Teachers
- 3 Education Aides

# Jobs by Occupation

## Managers

**1 in 4** aged 55 or older

### TOP EMPLOYING OCCUPATIONS

- 1** Retail Managers
- 2** Advertising, Public Relations and Sales Managers
- 3** Construction Managers



## Professionals

**3 in 4** hold a bachelor degree or higher qualification

### TOP EMPLOYING OCCUPATIONS

- 1** Registered Nurses
- 2** Accountants
- 3** Primary School Teachers



## Technicians and Trades Workers

**84%** employed full-time

### TOP EMPLOYING OCCUPATIONS

- 1** Electricians
- 2** Metal Fitters and Machinists
- 3** Carpenters and Joiners



## Community and Personal Service Workers

More than **40%** employed in Health Care and Social Assistance

### TOP EMPLOYING OCCUPATIONS

- 1** Aged and Disabled Carers
- 2** Child Carers
- 3** Education Aides



## Clerical and Administrative Workers

almost **3 in 4** workers are female

### TOP EMPLOYING OCCUPATIONS

- 1** General Clerks
- 2** Receptionists
- 3** Accounting Clerks



## Sales Workers

**38%** are aged 15 to 24 years

### TOP EMPLOYING OCCUPATIONS

- 1** General Sales Assistants
- 2** Checkout Operators and Office Cashiers
- 3** Real Estate Sales Agents

## Machinery Operators and Drivers

**81%** employed full-time

### TOP EMPLOYING OCCUPATIONS

- 1** Truck Drivers
- 2** Storepersons
- 3** Delivery Drivers



## Labourers

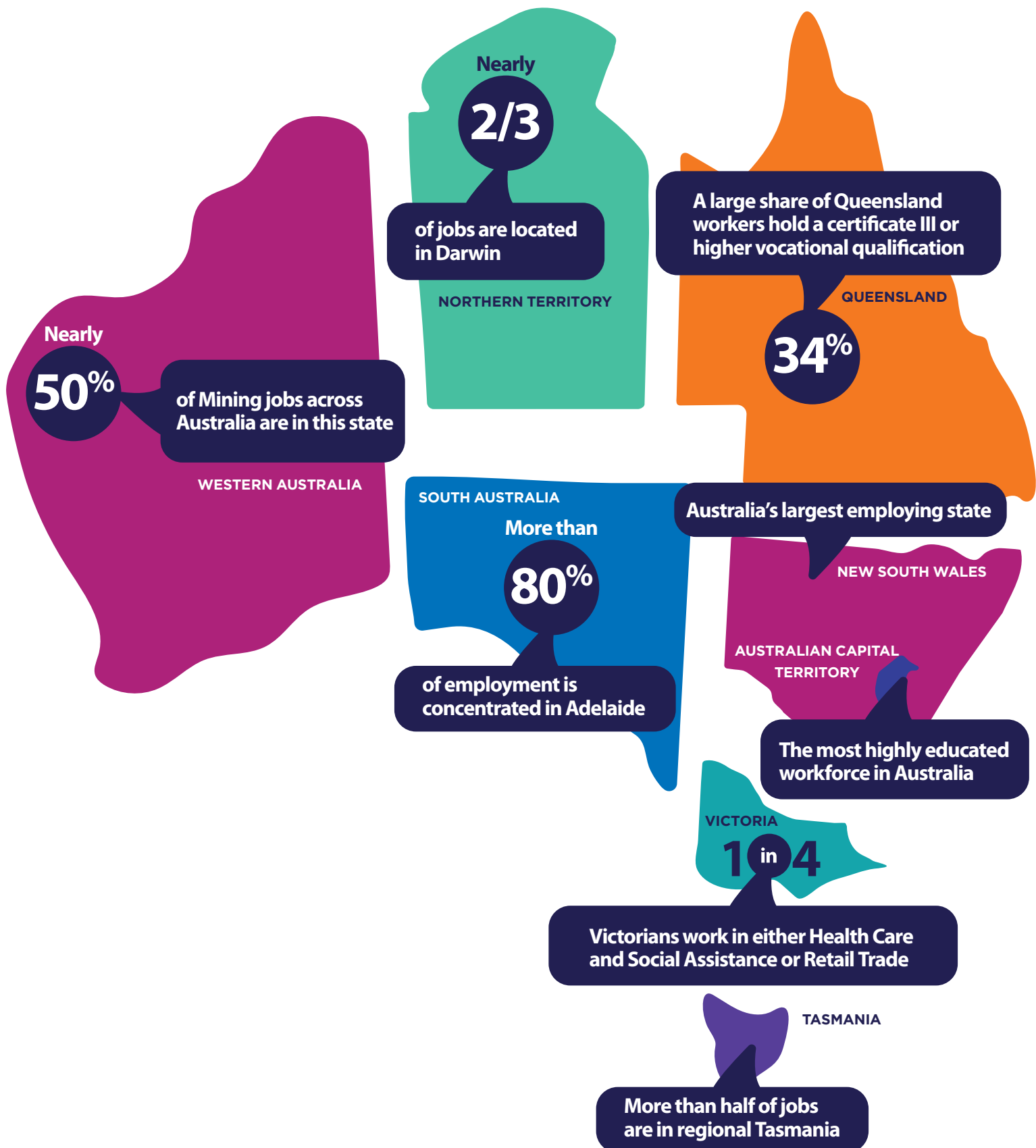
around **60%** do not hold post-school qualifications

### TOP EMPLOYING OCCUPATIONS

- 1** Commercial Cleaners
- 2** Kitchenhands
- 3** Building and Plumbing Labourers



# Jobs by Location



# Where do you look for a job?

## Finding a job

The first step on the road to employment is finding a job. But where are jobs listed? Employers often use a number of methods to find candidates and below are some of the most common methods used.

### Internet

Many employers use the internet to advertise jobs. This includes their own company website, or job search websites like Australian Job Search.



Tailor your résumé and application for each different job you apply for. This helps you stand out from others who may use the same résumé and application every time.

### Newspapers

Don't forget about the humble newspaper—many employers still advertise their job openings in the classifieds section.



### Approach employers

Many job seekers approach employers to ask if they have any jobs open or to drop off their résumé. Employers often consider these job seekers for current or future opportunities.



**Not all jobs are advertised! Don't forget to approach employers directly as well!**

## Social media

More and more employers are using social media to hire workers. Look out for ads posted on business pages or in social media job groups.



If you are contacting an employer or business for work on Facebook, make sure your public profile is presentable! Employers often look at profiles to review potential employees.



**14%** of jobs are advertised on social media

Ask friends, family and former co-workers if they know of any work available.

### Word of Mouth

Employers often ask people they know to 'spread the word' about an available position, or even ask current staff if they know someone who would fit the role.



**33%** of jobs are promoted by word of mouth

Meeting and talking to employers is a chance to make a good impression. Showing enthusiasm in person gives you a better chance at a job over someone who simply drops off their résumé.

# Skills for the Future

## Skills are key

The COVID-19 pandemic has caused large-scale disruption to Australian businesses, workplaces and jobs. Even as the Australian economy recovers, we are likely to see more workforce transitions due to increased digitisation, technological adoption and ongoing structural changes.

In these times of global uncertainty and change, skills are key. The Australian Government, through the NSC, is providing a range of job matching tools and resources to help young people and existing workers skill and reskill themselves for jobs and careers that are in demand. More information can be found at [yourcareer.gov.au](https://yourcareer.gov.au).

## What types of skills will be in demand?

When applying for jobs, remember to emphasise your employability skills, rather than just the technical skills you may have. Communication, reliability, teamwork, patience, resilience and initiative are required for all jobs, and this will continue to be the case in the future. These skills are also highly valued by employers. A 2019 survey conducted by the NSC asked employers about the importance of these sorts of skills. Some 75% of employers considered employability skills to be as important, if not more important, than technical skills.

We also know that it is important to have the skills that will help you work with technology. Almost all jobs will require the use of at least one technology tool. A technology tool is software that enables a person to perform tasks related to an occupation. We use technology tools to perform many tasks in our daily lives including using the internet, sending emails, texts or instant messages, and connecting remotely with video conferencing.

For example, the most used technology tools for a Truck Driver are shown in the illustration. Even though the primary task is driving a truck, technology tools support drivers to perform other tasks, such as managing inventory and route planning, more efficiently and effectively.

## Can skills gained in one job be transferred to another job?

Many jobs have similar skill sets. If you are looking for work or facing a change of job, the good news is that you're likely to have many transferable skills. Identifying your transferable skills can open up a broader range of job opportunities—see the diagram below.

For further information on the skills employers will need into the future, please visit the Your Career website. This website provides clear and simply career information and is designed to help people of all ages and circumstances better plan and manage their career. It has resources on training options, information and services to support career development.

### TECHNOLOGY TOOLS FOR TRUCK DRIVERS

- ▶ Inventory management software
- ▶ Database user interface and query software
- ▶ Industrial control software
- ▶ Materials requirements, planning logistics and supply chain software
- ▶ Office suite software
- ▶ Route navigation software
- ▶ Spreadsheet software

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### RETAIL ASSISTANTS

#### JOB'S WITH SIMILAR SKILLS

Motor Vehicle and Caravan Salespersons,  
Customer Service Managers,  
Call Centre Operators



## What new opportunities might be created by technological change?

The COVID-19 pandemic may speed up workforce transitions already underway due to technological change. Some businesses could move their business online and adopt new ways of working.

In order to provide up-to-date and accurate information about these new opportunities, the NSC has undertaken work to identify the occupations that have emerged from this period of transition. Examples include Social Media Specialists and Wind Turbine Technicians. More information on these emerging occupations can be found on page 3.

As the Australian economy recovers, the jobs created may not be the same as those that were lost. Technological change may also change some jobs and their skills requirements. For example, school teachers are engaging with online learning and using technology to apply multiple teaching methods in class.

While some workforce disruptions have been challenging, technology is creating new opportunities. For example, there may be more opportunities to enjoy a regional lifestyle while working remotely. In turn, regional population growth could create more local job opportunities, strengthening those communities and economies.

## Will training and qualifications be necessary?

There are many pathways to work, and it is important to make decisions based on your own strengths. In a competitive labour market, training and qualifications matter. It also helps to understand the skills you acquire through your education, training and work experience.

You can use the Government's resources like Jobs Hub and Skills Match to identify your transferable skills and address skills gaps. These resources also identify local labour market trends and opportunities—so you know your training and qualifications will lead to ongoing work.

Skills development and lifelong learning will expand your opportunities as some jobs change, new jobs emerge, and technological progress continues.



