

***Occupational Coding for  
Higher Education Staff***

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## Occupational Coding for Higher Education Staff

### 1.1 Introduction: The revision of occupational coding

The coding of higher education staff occupations is based on the UK Standard Occupational Classification (SOC). The previous Staff Record coding frame was created in 2002 just after SOC2000 was introduced. SOC is revised every ten years. The next revision was published in 2010 and the latest classification was aptly named SOC2010.

On the highest level, the occupations in SOC2010 are classified into Major groups. The SOC Major group structure is a set of broad occupational categories that are designed to be useful in bringing together unit groups which are similar in terms of the qualifications, training, skills and experience commonly associated with the competent performance of work tasks.

The Major groups of SOC2010 are shown in Table 1 alongside with the qualifications, training and experience needed for occupations in each group.

	<b>Major group</b>	<b>General nature of qualifications, training and experience for occupations in the major group</b>
1	Managers, directors and senior officials	A significant amount of knowledge and experience of the production processes and service requirements associated with the efficient functioning of organisations and businesses.
2	Professional occupations	A degree or equivalent qualification, with some occupations requiring postgraduate qualifications and/or a formal period of experience-related training.
3	Associate professional and technical occupations	An associated high-level vocational qualification, often involving a substantial period of full-time training or further study. Some additional task-related training is usually provided through a formal period of induction.
4	Administrative and secretarial occupations	A good standard of general education. Certain occupations will require further additional vocational training to a well-defined standard (e.g. office skills).
5	Skilled trades occupations	A substantial period of training, often provided by means of a work based training programme.
6	Caring, leisure and other service occupations	A good standard of general education. Certain occupations will require further additional vocational training, often provided by means of a work-based training programme.
7	Sales and customer service occupations	A general education and a programme of work-based training related to Sales procedures. Some occupations require additional specific technical knowledge but are included in this major group because the primary task involves selling.
8	Process, plant and machine operatives	The knowledge and experience necessary to operate vehicles and other mobile and stationary machinery, to operate and monitor industrial plant and equipment, to assemble products from component parts according to strict rules and procedures and subject assembled parts to routine tests. Most occupations in this major group will specify a minimum standard of competence for associated tasks and will have a related period of formal training.
9	Elementary occupations	Occupations classified at this level will usually require a minimum general level of education (that is, that which is acquired by the end of the period of compulsory education). Some occupations at this level will also have short periods of work-related training in areas such as health and safety, food hygiene, and customer service requirements.

**Table 1: SOC2010 Major groups**

The main reasons for the SOC revision were

- A high proportion of occupations were classified as managerial occupations which does not reflect properly the situation in the labour market
- There were difficulties in coding information technology occupations, conservation and environment-related occupations
- Certain occupational areas were developing rapidly, e.g. customer service jobs, security-related occupations and caring and community work occupations

The most notable changes between SOC2000 and SOC2010 are

- Some managerial occupations have been relocated from Major group 1 to Major groups 2, 3 or 4, e.g. IT Managers, Sales Managers, Office Managers
- Revision of Information technology and telecommunications occupations, mainly within Major group 2
- Revision of Conservation/environmental occupations
- Relocation of Nurses and Midwives from Major group 3 to Major group 2
- Creation of several supervisory groups, e.g. Cleaning supervisors, Retail supervisors, Engineering supervisors and Construction supervisors

In addition to Major groups, SOC2010 classifies occupations on more detailed level into Sub-major groups, Minor groups and Unit groups. The occupational titles are located within the unit groups. An example taken from Major group 3 is shown below.

- 3 - Associate Professional and Technical Occupations (Major group)
- 35 - Business and Public Service Associate Professionals (Sub-major group)
- 354 - Sales, Marketing and Related Associate Professionals (Minor group)
- 3543 - Marketing Associate Professionals (Unit group)
- 3543 - Marketing Officer (Occupational title with a 4-digit Unit group code)

More information about SOC2010 and the revision can be found in the ONS website, the link below leads to the SOC2010 main page.

<http://www.ons.gov.uk/ons/guide-method/classifications/current-standard-classifications/soc2010/index.html>

## **1.2 The new coding frame for higher education staff**

Higher education staff coding categories are based on SOC. After the revision of SOC was published, an update of the HE coding frame was deemed necessary. It was decided to use SOC2010 Minor groups in the coding instead of the previously devised categories (1, 2A, 2B, ..., 9). Table 2 shows an approximate correspondence between the new categories and the previous ones.

<b>New categories (SOC2010 Minor groups)</b>		<b>Previous categories</b>	
112	Production Managers and Directors	1	Managers
113	Functional Managers and Directors		
116	Managers and Directors in Transport and Logistics		
119	Managers and Directors in Retail and Wholesale		
121	Managers and Proprietors in Agriculture Related Services		
122	Managers and Proprietors in Hospitality and Leisure Services		
124	Managers and Proprietors in Health and Care Services		
125	Managers and Proprietors in Other Services		
211	Natural and Social Science Professionals	2A, 2B	Academic professionals; Non academic professionals
212	Engineering Professionals		
213	Information Technology and Telecommunications Professionals		
214	Conservation and Environment Professionals		
215	Research and Development Managers		
221	Health Professionals		
222	Therapy Professionals		
223	Nursing and Midwifery Professionals		
231	Teaching and Educational Professionals		
241	Legal Professionals		
242	Business, Research and Administrative Professionals		
243	Architects, Town Planners and Surveyors		
244	Welfare Professionals		
245	Librarians and Related Professionals		
246	Quality and Regulatory Professionals		
247	Media Professionals		
311	Science, Engineering and Production Technicians	3A, 3B, 3C	Laboratory, engineering, building, IT and medical technicians;  Student welfare workers, Careers advisers, Vocational training instructors, Personnel and planning officers;  Artistic, media, public relations, marketing and sports instruction occupations
312	Draughtspersons and Related Architectural Technicians		
313	Information Technology Technicians		
321	Health Associate Professionals		
323	Welfare and Housing Associate Professionals		
331	Protective Service Occupations		
341	Artistic, Literary and Media Occupations		
342	Design Occupations		
344	Sports and Fitness Occupations		
353	Business, Finance and Related Associate Professionals		
354	Sales, Marketing and Related Associate Professionals		
355	Conservation and Environmental associate professionals		
356	Public Services and Other Associate Professionals		
412	Administrative Occupations: Finance	4A, 4B	Library assistants, clerks and general administrative assistants;  Secretaries, typists, receptionists and telephonists
413	Administrative Occupations: Records		
415	Other Administrative Occupations		
416	Administrative Occupations: Office Managers and Supervisors		
421	Secretarial and Related Occupations		

511	Agricultural and Related Trades	5	Chefs, gardeners, electrical and construction trades, mechanical fitters and printers
521	Metal Forming, Welding and Related Trades		
522	Metal Machining, Fitting and Instrument Making Trades		
523	Vehicle Trades		
524	Electrical and Electronic Trades		
525	Skilled Metal, Electrical and Electronic Trades Supervisors		
531	Construction and Building Trades		
532	Building Finishing Trades		
533	Construction and Building Trades Supervisors		
541	Textiles and Garments Trades		
542	Printing Trades		
543	Food Preparation and Hospitality Trades		
544	Other Skilled Trades		
612	Childcare and Related Personal Services		
613	Animal Care and Control Services		
614	Caring Personal Services		
621	Leisure and Travel Services		
623	Housekeeping and Related Services		
624	Cleaning and Housekeeping Managers and Supervisors		
711	Sales Assistants and Retail Cashiers	7	Retail and customer service occupations
712	Sales Related Occupations		
713	Sales Supervisors		
721	Customer Service Occupations		
722	Customer Service Managers and Supervisors		
812	Plant and Machine Operatives	8	Drivers, maintenance supervisors and plant operatives
813	Assemblers and Routine Operatives		
814	Construction Operatives		
821	Road Transport Drivers		
822	Mobile Machine Drivers and Operatives		
823	Other Drivers and Transport Operatives		
911	Elementary Agricultural Occupations	9	Cleaners, catering assistants, security officers, porters and maintenance workers
912	Elementary Construction Occupations		
913	Elementary Process Plant Occupations		
921	Elementary Administration Occupations		
923	Elementary Cleaning Occupations		
924	Elementary Security Occupations		
925	Elementary Sales Occupations		
926	Elementary Storage Occupations		
927	Other Elementary Services Occupations		

**Table 2: An approximate correspondence between SOC2010 Minor groups and previous Staff Record categories**

### 1.3 Description of the Occupational Coding Manual

This coding manual is divided into three main sections. The first section discusses a few coding principles.

The second section describes the SOC2010 Minor groups in more detail. The section contains the titles and associated descriptions of the minor groups and shows which relevant unit groups are found within each minor group. Each of the descriptions is accompanied by a short list of example job titles.

The third section consists of the coding index to assist in locating the job titles within the SOC Minor groups. The coding index takes the form of an alphabetic list of coded job titles that are specific and well known within HE. The entire previous coding index has been included, and about 300 new occupational titles have been added, some of which were introduced to SOC2010 as new titles, and others are based on a small-scale research of titles used in a HE institution. To assist the coding process, the old code is shown in the index alongside the new code.

### 1.4 Coding principles

#### 1.4.1 General principles

The job titles should always be coded into SOC2010 3-digit Minor groups. The SOC2010 minor group title may give indication where a job title should be coded. In unclear situations the coding index should be consulted. Where a job title cannot be located within the coding index, users will need to consult the descriptions of the minor groups contained in section 2 and make a judgement regarding the most appropriate code.

#### 1.4.2 The need for coding consistency

The use of job titles will vary between institutions. Consequently, not all definitions can be expected to coincide exactly with specific jobs in any particular establishment or in a given locality. There will be instances where users of this manual who have the benefit of local knowledge regarding the tasks performed by a given employee or group of employees will feel that the occupational code given to a job title is inappropriate. **For the purpose of consistency across different HE institutions and for consistency with other sources of occupational data, it is important that users follow the instructions within this coding manual.**

#### 1.4.3 Occupational coding and hierarchy

Relating to the issue of local knowledge, users of this coding manual need to be aware that **SOC is not a grade based system**. Accurate occupational coding cannot be made on the basis of salary grade. Furthermore, **users of the manual should not attempt to differentiate occupational coding on the basis of salary grade**. A librarian who is on the lowest point of their salary scale should be allocated the same SOC code as a librarian who is on the highest point of their salary scale.

#### 1.4.4 Irrelevant terms in job titles

A number of terms that may be contained within job titles are not relevant for the purpose of occupational coding. Such terms generally describe the nature of the employment contract such as temporary status (e.g. casual, temporary, fixed term, relief, permanent), hours of work (e.g. full time, part time), time of work (e.g. days, evenings, nights, weekends) or levels of skill attainment (skilled, unskilled, time served, trainee). Irrelevant terms more specific to the HE sector include 'fee paid' and 'placement student'. These terms are not included within the coding index and users should therefore not consider these terms when coding job titles. For example, in searching for the job title 'part-time secretary', users should ignore the term 'part-time' and code this job title as if it were just 'secretary'.

#### 1.4.5 Terms that denote positions in a hierarchy

**Job titles prefixed by words which indicate a position in a hierarchy**, for example, 'apprentice', 'assistant', 'chief', 'departmental', 'deputy', 'head', 'under', **are normally coded as though the prefix word were not present**. For example, the job title 'deputy accounts manager' would be coded as if the job title were 'accounts manager'. Due to the common usage of such terms in job titles for employees in HE, many of these terms have been retained in the coding index (e.g. principal research fellow, senior research fellow). However, users are advised that if they are unable to find such a prefixed job title in the index, then they should attempt to search for the job title as if the prefix term was not present.

#### 1.4.6 Double-barrelled job titles

Sometimes a job title is expressed as two titles connected by a hyphen or a forward slash (e.g. porter-caretaker). Some commonly occurring hyphenated job titles are listed in the index. Where a double-barrelled job title does not appear in the index, users should look up the first part of the title only. Only use the second title if the first is not included in the index.

#### 1.4.7 Qualifying terms

In many cases a job title is made more specific by the use of additional qualifying terms. This is particularly important when a job title can be used in different contexts (e.g. technician, clerk, project officer, project manager, director, team leader). The most common form of qualifying terms used in the index relate to the context in which the work takes place and appear in brackets after the job title.

A good example of the use of qualifying terms is in the case of the job title 'technician'. Where no additional information is available, the job title technician will be coded to group 311. However, additional information regarding the context in which a technician works has important implications for occupational coding. For example, a technician working in a horticultural setting will be coded to group 511. This example indicates that when users have to code job titles that are general in nature, such as 'technician', it is important that they consider which department that person is working in.

Technician	311
Technician (Architectural)	312
Technician (Audio-Visual)	341
Technician (Building Services)	311
Technician (Computer Servicing)	524
Technician (Electrical/Electronic)	311
Technician (Engineering)	311
Technician (Grounds)	511
Technician (Horticultural)	511
...	

In some cases, additional qualifying terms can take the form of professional qualifications to differentiate between different occupations. An example of this is an accountant, where professionally qualified accountants are coded to 242 and unqualified accountants are coded to 412. It is unlikely that information on qualifications will be available to users. In such cases, judgements will have to be made on the basis of the descriptions incorporated within section 2 of the manual.

#### **1.4.8 Detailed job titles**

In some cases, the job titles include quite detailed information about the occupation. For example, the titles 'postgraduate admissions officer' or 'undergraduate admissions officer' cannot be found in the coding index. The terms 'postgraduate' and 'undergraduate' are not essential when thinking of what qualifications and skills an admissions officer will need in their job. In cases like this, the additional term can be left out and a search made for 'admissions officer' in the index.

Some other examples: instead of 'accounts receivable clerk' search for 'accounts clerk', instead of 'evening cleaner' search for 'cleaner', instead of 'academic support librarian' search for 'librarian', instead of 'retail catering manager' search for 'catering manager', etc.



## **SECTION 2: DESCRIPTION OF SOC2010 MINOR GROUPS**

The description of minor groups below is based on Office for National Statistics publication 'Standard Occupational Classification 2010: Volume 1 - Structure and descriptions of unit groups'. For each minor group, the description of the group, the descriptions of relevant subgroups (unit groups) and some examples of job titles are included.

### **112 - PRODUCTION MANAGERS AND DIRECTORS**

Job holders in this minor group plan, organise, direct and co-ordinate all activities and resources involved with production, manufacturing, construction and mining operations in industry.

#### ***Relevant unit groups within 112:***

##### **PRODUCTION MANAGERS AND DIRECTORS IN MANUFACTURING**

Production managers and directors in manufacturing plan, organise, direct and co-ordinate the activities and resources necessary for production in manufacturing industries including the maintenance of engineering items, equipment and machinery.

##### **PRODUCTION MANAGERS AND DIRECTORS IN CONSTRUCTION**

Production managers and directors in construction direct and co-ordinate resources for the construction and maintenance of civil and structural engineering works including houses, flats, factories, roads and runways, bridges, tunnels and railway works, harbour, dock and marine works and water supply, drainage and sewage works.

##### **PRODUCTION MANAGERS AND DIRECTORS IN MINING AND ENERGY**

Production managers and directors in mining, energy and water supply plan, organise, direct and co-ordinate the activities and resources necessary for the extraction of minerals and other natural deposits and the production, storage and provision of gas, water and electricity supplies.

#### ***Examples of job titles***

Building Manager	Service Manager (Plant and Machinery)
Engineering Manager	Site Manager (Building and Contracting)
Operations Manager (Gas, Water and Heat Supply)	Technical Manager
Printing Director	Works Manager

### **113 - FUNCTIONAL MANAGERS AND DIRECTORS**

Functional managers and directors plan, organise and advise on specialist functions or fields of activity in an organisation. They formulate and administer policies concerning the financial, marketing, sales, purchasing, work methods, public relations, human resources, information technology and telecommunications operations of an organisation.

#### ***Relevant unit groups within 113:***

##### **FINANCIAL MANAGERS AND DIRECTORS**

Financial managers and directors plan, organise, direct and coordinate financial information and advise on company financial policy.

## **MARKETING AND SALES DIRECTORS**

Marketing and sales directors plan, organise and direct market research and formulate and implement an organisation's marketing and sales policies.

## **PURCHASING MANAGERS AND DIRECTORS**

Purchasing managers and directors (not retail) plan, organise, direct and co-ordinate the purchasing functions of industrial, commercial, government organisations and public agencies to ensure cost-effectiveness.

## **ADVERTISING AND PUBLIC RELATIONS DIRECTORS**

Advertising and public relations directors plan, organise, direct and co-ordinate the advertising, public relations and public information activities of an organisation.

## **HUMAN RESOURCE MANAGERS AND DIRECTORS**

Human resource managers and directors plan, organise and direct the personnel, training and industrial relations policies of organisations, advise on resource allocation and utilisation problems, measure the effectiveness of an organisation's systems, methods and procedures and advise on, plan and implement procedures to improve utilisation of labour, equipment and materials.

## **INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS DIRECTORS**

Job holders in this unit group plan, organise, direct and coordinate the work and resources necessary to provide and operate information technology and telecommunications services within an organisation.

## **FUNCTIONAL MANAGERS AND DIRECTORS N.E.C.**

Functional managers and directors in this unit group perform a variety of senior management tasks in respect of other specialist functions or fields of activity in organisations not elsewhere classified in Minor group 113: Functional Managers and Directors.

### ***Examples of job titles***

Director (Cleaning)

Director (Corporate Hospitality)

Director (IT)

Director of Development

Finance Director

Human Resources Manager

Purchasing Manager

Sales and Marketing Director

Research Director

## **116 - MANAGERS AND DIRECTORS IN TRANSPORT AND LOGISTICS**

Managers and directors in transport and logistics plan, organise, direct and co-ordinate the activities and resources necessary for the efficient and convenient transportation of passengers or freight, and the loading, unloading, storage and distribution of goods and materials.

### ***Relevant unit groups within 116:***

#### **MANAGERS AND DIRECTORS IN TRANSPORT AND DISTRIBUTION**

Managers and directors in transport and distribution plan, organise, direct and co-ordinate the activities and resources necessary for the safe, efficient and economic movement of passengers and freight by road, rail, sea and air transport.

#### **MANAGERS AND DIRECTORS IN STORAGE AND WAREHOUSING**

Managers and directors in storage and warehousing plan, organise, direct and co-ordinate the activities and resources necessary for the safe and efficient receipt, storage and warehousing of goods and for the maintenance of stocks at an optimal level.

### ***Examples of job titles***

Fleet Manager  
Inventory Manager  
Logistics Director  
Stock Control Manager

Stores Manager  
Traffic Manager  
Warehouse Manager

## **119 - MANAGERS AND DIRECTORS IN RETAIL AND WHOLESALE**

Managers and directors in retail and wholesale plan, organise, direct and co-ordinate the activities necessary for the sale of wholesale and retail goods to customers. They plan, organise, direct and co-ordinate the operations of major retail and wholesale establishments in order to maximise business performance and meet financial goals.

### ***Examples of job titles***

Bookshop Manager  
Retail Manager  
Shop Manager (Retail Trade)

## **121 - MANAGERS AND PROPRIETORS IN AGRICULTURE RELATED SERVICES**

Jobholders in this minor group plan, organise, direct, and control the activities and resources of agricultural, forestry, fishing and similar establishments and services.

### ***Relevant unit groups within 121:***

#### **MANAGERS AND PROPRIETORS IN AGRICULTURE AND HORTICULTURE**

Managers and proprietors in this unit group plan, organise and co-ordinate the activities and resources of farming establishments cultivating arable crops, fruits, trees and shrubs, and/or raising cattle, sheep, pigs and poultry. Managers and proprietors in horticulture oversee the production of plants for wholesale and/ or retail.

#### **MANAGERS AND PROPRIETORS IN FORESTRY, FISHING AND RELATED SERVICES**

Managers and proprietors in this unit group plan, organise and co-ordinate the activities and resources of forestry, fishing, animal husbandry and related operations and establishments.

### ***Examples of job titles***

Farm Manager  
Gardening Manager  
Grounds Manager  
Manager (Horticulture)

## **122 - MANAGERS AND PROPRIETORS IN HOSPITALITY AND LEISURE SERVICES**

Workers in this minor group plan, organise, direct and co-ordinate (usually with the help of other managers) the activities and resources of hotels, public houses and similar establishments, restaurants, recreation and entertainment establishments, leisure and sports facilities and travel agencies.

### ***Relevant unit groups within 122:***

#### **HOTEL AND ACCOMMODATION MANAGERS AND PROPRIETORS**

Job holders in this unit group plan, organise, direct and coordinate the activities and resources of hotels, hostels, lodging homes, holiday camps, holiday flats and chalets, and organise the domestic, catering, and entertainment facilities on passenger ships.

#### **RESTAURANT AND CATERING ESTABLISHMENT MANAGERS AND PROPRIETORS**

Restaurant and catering establishment managers and proprietors plan, direct and co-ordinate the catering services of restaurants, hotels and large-scale catering services within other organisations.

#### **PUBLICANS AND MANAGERS OF LICENSED PREMISES**

Publicans and managers of licensed premises organise, direct and co-ordinate the activities and resources of public houses (non-residential and residential) and bar and catering facilities at non-residential clubs.

#### **LEISURE AND SPORTS MANAGERS**

Leisure and sports managers organise, direct and co-ordinate the activities and resources required for the provision of sporting, artistic, theatrical and other recreational and amenity services.

#### ***Examples of job titles***

Accommodation Manager  
Cafe Manager  
Front of House Manager  
Hall Manager  
Leisure Centre Manager

Licensee  
Pub Manager  
Restaurant Manager  
Sports Centre Manager

### **124 - MANAGERS AND PROPRIETORS IN HEALTH AND CARE SERVICES**

Job holders in this minor group manage and coordinate the work and resources of health care practices, residential and day care establishments and domiciliary care services.

#### ***Relevant unit groups within 124:***

#### **HEALTH CARE PRACTICE MANAGERS**

Healthcare practice managers plan, organise, direct and coordinate the work and resources of medical, dental and other types of healthcare practice, including veterinary practices.

#### **RESIDENTIAL, DAY AND DOMICILIARY CARE MANAGERS AND PROPRIETORS**

Managers and proprietors in this group plan, organise, direct and co-ordinate the resources necessary in the provision and running of residential and day care establishments and domiciliary care services for persons who require specialised care and/or supervision.

#### ***Examples of job titles***

GP Practice Manager  
Childcare Manager

### **125 - MANAGERS AND PROPRIETORS IN OTHER SERVICES**

Job holders in this minor group plan, co-ordinate and direct the activities and resources of property services, garages, hairdressers and other personal services, small shops and wholesale establishments, waste and recycling facilities, and other services not elsewhere classified.

#### ***Relevant unit groups within 125:***

#### **PROPERTY, HOUSING AND ESTATE MANAGERS**

Job holders within this unit group manage shopping centres, residential areas and private estates, and arrange for the sale, purchase, rental and leasing of property on behalf of clients and employers.

## **WASTE DISPOSAL AND ENVIRONMENTAL SERVICES MANAGERS**

Waste disposal and environmental services managers plan, organise, direct and co-ordinate the operations and development of waste disposal and related environmental services facilities within private firms or public authorities.

## **MANAGERS AND PROPRIETORS IN OTHER SERVICES N.E.C.**

Job holders in this unit group perform a variety of managerial tasks in other service industries not elsewhere classified in Minor group 125: Managers and Proprietors in Other Services.

### ***Examples of job titles***

Admissions Director	House Services Manager
Customer Experience Manager	Library Manager
Director (Children's Nursery)	Parking Manager
Director (Security Services)	Property Manager
Director of Estates	Publisher's Manager
Graphic Design Manager	Student Services Manager
Health and Safety Manager	Waste and Recycling Manager

## **211 - NATURAL AND SOCIAL SCIENCE PROFESSIONALS**

Natural and social science professionals are involved in planning, directing and undertaking research across all of the natural sciences and in the social sciences which encompasses the humanities.

### ***Relevant unit groups within 211:***

#### **CHEMICAL SCIENTISTS**

Chemical scientists analyse and research physical aspects of chemical structure and change within substances and develop chemical techniques used in the manufacture or modification of natural substances and processed products.

#### **BIOLOGICAL SCIENTISTS AND BIOCHEMISTS**

Biological scientists and biochemists examine and investigate the morphology, structure, chemistry and physical characteristics of living organisms, including their inter-relationships, environments and diseases.

#### **PHYSICAL SCIENTISTS**

Physical scientists study relationships between matter, energy and other physical phenomena, the nature, composition and structure of the Earth and other planetary bodies and forecast weather conditions and electrical, magnetic, seismic and thermal activity.

#### **SOCIAL AND HUMANITIES SCIENTISTS**

Social and humanities scientists study and analyse human behaviour and the origin, structure and characteristics of language; undertake research in areas such as sociology, economics, politics, archaeology, history, philosophy, literature, the arts; organise the collection of qualitative and quantitative information, and perform subsequent analyses.

## **NATURAL AND SOCIAL SCIENCE PROFESSIONALS N.E.C.**

Jobholders in this unit group perform a variety of scientific research and related activities not elsewhere classified in Minor group 211: Natural and Social Science Professionals.

### ***Examples of job titles***

Biochemist	Post-Doctoral Research Fellow
Biologist	Research Assistant
Chemist	Researcher

Geographer  
Geologist  
Historian  
Physicist

Scientist  
Sociologist  
Trials Manager (Clinical)  
University Research Fellow

## **212 - ENGINEERING PROFESSIONALS**

Engineering professionals plan, organise and technically supervise the construction, testing, installation and maintenance of mechanical, structural, chemical, electrical and electronic systems and equipment, advise and direct technical aspects of production programmes, and plan production schedules and work procedures to ensure efficiency and quality.

### ***Relevant unit groups within 212:***

#### **CIVIL ENGINEERS**

Civil engineers undertake research and design, direct construction and manage the operation and maintenance of civil and mining engineering structures.

#### **MECHANICAL ENGINEERS**

Mechanical engineers undertake research and design, direct the manufacture and manage the operation and maintenance of engines, machines, aircraft, vehicle and ships' structures, building services and other mechanical items.

#### **ELECTRICAL ENGINEERS**

Electrical engineers undertake research and design, direct construction and manage the operation and maintenance of electrical equipment, power stations, building control systems and other electrical products and systems.

#### **ELECTRONICS ENGINEERS**

Electronics engineers undertake research and design, direct construction and manage the operation and maintenance of electronic motors, communications systems, microwave systems, and other electronic equipment.

#### **DESIGN AND DEVELOPMENT ENGINEERS**

Design and development engineers conceive engineering designs from product ideas or requirements in mechanical, electrical and electronic engineering.

#### **ENGINEERING PROFESSIONALS N.E.C.**

Workers in this unit group perform a variety of professional engineering functions not elsewhere classified in Minor group 212: Engineering Professionals.

#### ***Examples of job titles***

Biomedical Engineer  
Civil Engineer (Professional)  
Design Engineer  
Development Engineer  
Electrical Engineer (Professional)  
Electronic Engineer (Professional)  
Food Scientist  
Materials Scientist

Mechanical Engineer (Professional)  
Metallurgist  
Project Engineer  
Research Assistant (Mechanical Engineering)  
Research Fellow (Electronic Engineering)  
Research Officer (Electrical Engineering)  
Test Engineer (Professional)

## **213 - INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS PROFESSIONALS**

Information technology and telecommunications professionals advise clients (both internal and external) as to the effective utilisation of information technology, develop and implement systems and software for those clients, manage major information technology projects and carry out specialised information technology and telecommunications functions.

***Relevant unit groups within 213:***

**IT SPECIALIST MANAGERS**

IT specialist managers plan, organise, manage and coordinate the provision of specialist IT services and functions in an organisation.

**IT PROJECT AND PROGRAMME MANAGERS**

Jobholders in this unit group manage, coordinate and technically supervise specific IT projects and programmes of a discrete duration and/or budget.

**IT BUSINESS ANALYSTS, ARCHITECTS AND SYSTEMS DESIGNERS**

Workers in this unit group provide advice on the effective utilisation of IT and design IT systems in order to meet the business objectives or to enhance the business effectiveness of the organisation.

**PROGRAMMERS AND SOFTWARE DEVELOPMENT PROFESSIONALS**

Programmers and software development professionals design, develop, test, implement and maintain software systems in order to meet the specifications and business objectives of the information system; they also design and develop specialist software e.g. for computer games.

**WEB DESIGN AND DEVELOPMENT PROFESSIONALS**

Jobholders in this unit group design, develop and maintain websites to meet a client's specified requirements.

**INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS PROFESSIONALS N.E.C.**

Job holders in this unit group perform a variety of tasks not elsewhere classified in Minor group 213: Information Technology and Telecommunication Professionals.

***Examples of job titles***

Analyst/Programmer (IT)  
Desktop Publisher  
IT Manager  
IT Security Analyst  
Network Specialist

Project Manager (IT)  
Software Engineer  
Systems Analyst  
Telecommunications Manager  
Web Developer

**214 - CONSERVATION AND ENVIRONMENT PROFESSIONALS**

Conservation and environment professionals use specialist skills and knowledge to manage and conserve the environment, its associated species and its cycles of life, to address the environmental impacts of human activities and industrial processes, and to promote the sustainable use of resources and a wider public understanding and enjoyment of the environment. (It should be noted that Conservators are classified with Librarians and Related Professionals in minor group 245.)

***Relevant unit groups within 214:***

**ENVIRONMENT PROFESSIONALS**

Jobholders in this unit group investigate, address, and advise on a variety of terrestrial and marine environment and resource management issues, including the development and implementation of environmental policies and remedies that address the impacts of human activities and industrial processes on the environment.

***Examples of job titles***

Energy Manager  
Environmental Officer  
Sustainability Officer

## **215 - RESEARCH AND DEVELOPMENT MANAGERS**

Jobholders in this unit group plan, organise, direct and advise on the research and development operations of an organisation. They plan, organise, co-ordinate and manage resources to undertake the systematic investigation necessary for the development of new, or to enhance the performance of existing, products and services.

### ***Examples of job titles***

Centre Manager (Research)  
Laboratory Manager  
Research Manager

## **221 - HEALTH PROFESSIONALS**

Health professionals diagnose mental and physical injuries, disorders and diseases, provide treatment with drugs, surgery and corrective devices, carry out medical tests and recommend preventative action to patients, conduct research into treatments and drugs, dispense pharmaceutical compounds, and diagnose and treat sick or injured animals.

### ***Relevant unit groups within 221:***

#### **MEDICAL PRACTITIONERS**

Medical practitioners diagnose mental and physical injuries, disorders and diseases, prescribe and give treatment, recommend preventative action, and conduct medical education and research activities. They may specialise in particular areas of modern medicine or work in general practice and, where necessary, refer the patient to a specialist.

#### **PSYCHOLOGISTS**

Psychologists research, study and assess emotional, cognitive and behavioural processes and abnormalities in human beings and animals and how these are affected by genetic, physical and social factors.

#### **PHARMACISTS**

Pharmacists dispense drugs and medicaments in hospitals and pharmacies and advise on and participate in the development and testing of new drugs, compounds and therapies. They counsel on the proper use and adverse effects of drugs and medicines.

#### **OPHTHALMIC OPTICIANS**

Ophthalmic opticians test patients' vision, diagnose defects and disorders and prescribe glasses or contact lenses as required.

#### **DENTAL PRACTITIONERS**

Dental practitioners diagnose dental and oral diseases, injuries and disorders, prescribe and administer treatment, recommend preventative action and, where necessary, refer the patient to a specialist.

#### **VETERINARIANS**

Veterinarians diagnose and treat animal injuries, diseases and disorders, and advise on preventative action. They may work in practices, specialising according to their location in either a rural or urban area, or in the public sector or associated industries such as pharmaceuticals, food production or drug regulation.

#### **MEDICAL RADIOGRAPHERS**



Medical (diagnostic) radiographers operate x-ray machines, ultrasound, magnetic resonance imaging and other imaging devices for diagnostic and therapeutic purposes, assist in the diagnosis of injuries and diseases and are involved in intervention procedures such as the removal of kidney stones. They operate under the supervision of senior staff. Therapeutic radiographers specialise in the planning and administration of radiotherapy treatment for patients with cancer.

### **HEALTH PROFESSIONALS N.E.C.**

Job holders in this unit group perform a variety of other health related professional occupations not elsewhere classified in Minor group 221: Health Professionals. They may work autonomously or in teams with other health workers.

#### ***Examples of job titles***

Anaesthetist	Pharmacist
Audiologist	Professor (Medicine, Surgery)
Dentist	Professor (Psychology)
Doctor	Psychologist
General Practitioner	Registrar (Medical)
Medical Radiographer	Research Fellow (Clinical)
Occupational Health Adviser	Veterinary Scientist
Optician	X-Ray Operator

## **222 - THERAPY PROFESSIONALS**

Workers in this minor group plan and apply physical, therapeutic and other treatments or activities to assist in the physical and psychological recovery from illness and injury, and to minimise the effects of disabilities.

### ***Relevant unit groups within 222:***

#### **PHYSIOTHERAPISTS**

Physiotherapists plan and apply massage, promote and encourage movement and exercise, use hydrotherapy, electrotherapy and other technological equipment in the treatment of a wide range of injuries, diseases and disabilities in order to assist rehabilitation by developing and restoring body systems.

#### **SPEECH AND LANGUAGE THERAPISTS**

Speech and language therapists are responsible for the assessment, diagnosis and treatment of speech, language, fluency and voice disorders caused by disability, injury or illness.

### **THERAPY PROFESSIONALS N.E.C.**

Job holders in this unit group plan and apply physical and therapeutic treatments and activities to assist recovery from physical and mental illness and to minimise the effects of disabilities not elsewhere classified in Minor group 222: Therapy professionals.

#### ***Examples of job titles***

Physiotherapist  
Psychotherapist  
Speech Therapist

## **223 - NURSING AND MIDWIFERY PROFESSIONALS**

Nursing and midwifery professionals provide nursing care for the sick and injured and prenatal and postnatal care for mothers and babies, working with and providing high level support for other health

professionals, within teams of other healthcare providers and/or working autonomously across defined areas of significant responsibility.

***Relevant unit groups within 223:***

**NURSES**

Nurses provide general and/or specialised nursing care for the sick, injured and others in need of such care, assist medical doctors with their tasks and work with other healthcare professionals and within teams of healthcare workers. They advise on and teach nursing practice.

**MIDWIVES**

Midwives deliver, or assist in the delivery of babies, provide antenatal and postnatal care and advise parents on baby care. They work with other healthcare professionals, and advise on and teach midwifery practice.

***Examples of job titles***

Midwife	Research Health Visitor
Nurse	Research Nurse
Nurse Tutor	Staff Nurse
Occupational Health Nurse	Student Nurse
Practice Nurse	

**231 - TEACHING AND EDUCATIONAL PROFESSIONALS**

Teaching and educational professionals plan, organise and provide instruction in academic, technical, vocational, diversionary and other subjects and inspect schools and training establishments.

***Relevant unit groups within 231:***

**HIGHER EDUCATION TEACHING PROFESSIONALS**

Higher education teaching professionals deliver lectures and teach students to at least first degree level, undertake research and write journal articles and books in their chosen field of study.

**SENIOR PROFESSIONALS OF EDUCATIONAL ESTABLISHMENTS**

Job holders in this unit group plan, organise, direct and coordinate the administration, support systems and activities that facilitate the effective running of a university, college or other educational establishment.

**TEACHING AND OTHER EDUCATIONAL PROFESSIONALS N.E.C.**

Job holders in this unit group perform a variety of other education and teaching occupations not elsewhere classified in Minor group 231: Teaching and Educational Professionals.

***Examples of job titles***

Academic Administrator	Nursery Manager (Day Nursery)
Academic Adviser	Professor
Admissions Tutor	Pro-Vice-Chancellor
Adult Education Organiser	Reader
Bursar	Registrar (Academic)
Chair	Research Administrator
Course Coordinator	Secretary of/to the Degree Committee (Senior Administrative)
Dean (Academic)	Teacher
Demonstrator	Teaching Assistant
Director Of Studies	Technical Instructor
Examinations Officer	Tutor
Head Of Department (Academic)	University Fellow
Language Assistant	Vice-Chancellor

## **241 - LEGAL PROFESSIONALS**

Legal professionals advise and act on behalf of individuals, businesses, organisations and government in legal matters; preside over judicial proceedings; and perform related professional legal duties.

### ***Relevant unit groups within 241:***

#### **SOLICITORS**

Solicitors advise and act on behalf of individuals, organisations, businesses and government departments in legal matters.

#### **LEGAL PROFESSIONALS N.E.C.**

Job holders in this unit group perform a variety of other professional legal occupations not elsewhere classified in Minor group 241: Legal Professionals.

#### ***Examples of job titles***

Legal Adviser  
Solicitor

## **242 - BUSINESS, RESEARCH AND ADMINISTRATIVE PROFESSIONALS**

Business, research and administrative professionals perform accountancy duties, advise industrial, commercial and other establishments on management, business and administrative matters, collect and analyse financial and other information, and carry out research in non-scientific areas of activity.

### ***Relevant unit groups within 242:***

#### **CHARTERED AND CERTIFIED ACCOUNTANTS**

Jobholders in this unit group provide accounting and auditing services, advise clients on financial matters, collect and analyse financial information and perform other accounting duties required by management for the planning and control of an establishment's income and expenditure.

#### **MANAGEMENT CONSULTANTS AND BUSINESS ANALYSTS**

Jobholders in this unit group advise industrial, commercial and other establishments on a variety of management and business related matters to assist in the formulation of financial and business policies in order to maximise growth or improve business performance.

#### **BUSINESS AND FINANCIAL PROJECT MANAGEMENT PROFESSIONALS**

Job holders in this unit group manage and oversee major projects across all sectors of modern industry, commerce and the public sector, in areas such as e-commerce, business analysis, finance, product development, marketing, human resources.

#### **ACTUARIES, ECONOMISTS AND STATISTICIANS**

Jobholders in this unit group apply theoretical principles and practical techniques to assess risk and formulate probabilistic outcomes in order to inform economic and business policy, and to analyse and interpret data used to assist in the formulation of financial, business and economic policies in order to maximise growth or improve business performance.

#### **BUSINESS AND RELATED RESEARCH PROFESSIONALS**

Business and related research professionals carry out a variety of research activities for the broadcast and print media, for the police and armed forces intelligence services, for national security agencies and in other non-scientific areas.

### **BUSINESS, RESEARCH AND ADMINISTRATIVE PROFESSIONALS N.E.C.**

Workers in this unit group advise on the formulation and implementation of policy in the public and private sectors, develop and implement substantial business, statistical and administrative systems, and perform a variety of functions not elsewhere classified in Minor group 242: Business, research and administrative professionals.

#### ***Examples of job titles***

Accountant (Qualified)	Management Consultant
Actuary	Mathematician
Auditor (Qualified)	Medical Statistician
Business Analyst	Project Manager (Admin, Business, Finance)
Clinical Trials Coordinator	Research Contracts Manager
Contracts Manager (Cleaning Services)	Research Services Officer
Economist	Research Technician
Information Compliance Officer	Researcher (Broadcasting)
Knowledge Transfer Manager	Statistician

### **243 - ARCHITECTS, TOWN PLANNERS AND SURVEYORS**

Architects, town planners and surveyors conduct surveys to determine the exact position of natural and constructed features, design and plan the layout of buildings for commercial, residential, industrial and other uses, prepare bills of quantities for construction projects, and manage major construction projects.

#### ***Relevant unit groups within 243:***

##### **QUANTITY SURVEYORS**

Quantity surveyors advise on financial and contractual matters relating to, and prepare bills of quantities for, construction projects and provide other support functions concerning the financing and materials required for building projects.

##### **CHARTERED SURVEYORS**

Chartered surveyors conduct surveys related to the measurement, management, valuation and development of land, natural resources, buildings, other types of property, and infrastructure such as harbours, roads and railway lines.

##### **CHARTERED ARCHITECTURAL TECHNOLOGISTS**

Chartered architectural technologists provide architectural design services, negotiate construction projects and manage the development of projects from conception to completion.

##### **CONSTRUCTION PROJECT MANAGERS AND RELATED PROFESSIONALS**

Job holders in this unit group manage and oversee major construction and civil engineering projects and major building contracts for quality of work, safety, timeliness and completion within budget; forecast travel patterns and develop strategies for managing the impact of traffic-related demand.

#### ***Examples of job titles***

Architectural Technologist	Quantity Surveyor
Clerk Of Works	Surveyor
Contracts Manager (Building and Contracting)	Transportation Planner
Project Manager (Building Construction)	

## **244 - WELFARE PROFESSIONALS**

Workers in this minor group provide information, advice and support to protect the welfare of vulnerable groups; supervise, counsel and help offenders; and provide spiritual motivation and guidance.

### ***Relevant unit groups within 244:***

#### **CLERGY**

Members of the clergy provide spiritual motivation and guidance, conduct worship according to the form of service of a particular faith/denomination and perform related functions associated with religious beliefs and practices.

#### **WELFARE PROFESSIONALS N.E.C.**

Workers in this unit group perform a variety of welfare-related professional occupations not elsewhere classified in Minor group 244: Welfare Professionals.

#### ***Examples of job titles***

Chaplain  
Dean (Clergy)  
Disability Coordinator  
Minister (Religion)  
Priest

## **245 - LIBRARIANS AND RELATED PROFESSIONALS**

Librarians and related professionals appraise, obtain, organise, develop, preserve and make available collections of written and recorded material, art objects, pictures, artefacts and other items of general and specialised interest.

### ***Relevant unit groups within 245:***

#### **LIBRARIANS**

Librarians appraise, obtain, index, collate and make available library acquisitions and organise and control other library services.

#### **ARCHIVISTS AND CURATORS**

Archivists and curators collect, appraise and preserve collections of recorded and other material of historical interest.

#### ***Examples of job titles***

Archivist	Information Consultant
Collection Officer (Museum)	Information Resources Manager
Conservator	Keeper (Art Gallery)
Curator	Learning Resources Manager
Education Officer (Museum, Gallery)	Librarian

## **246 - QUALITY AND REGULATORY PROFESSIONALS**

Quality and regulatory professionals plan, coordinate and technically supervise products or services to ensure they are fit for purpose and meet legal compliance and industry quality standards.

***Relevant unit groups within 246:***

**QUALITY CONTROL AND PLANNING ENGINEERS**

Quality control and planning engineers plan production schedules, work sequences, and manufacturing and processing procedures to ensure accuracy, quality and reliability.

**QUALITY ASSURANCE AND REGULATORY PROFESSIONALS**

Jobholders in this unit group plan, organise, co-ordinate and direct the effective measurement monitoring and reporting on the qualitative and regulatory aspects of a specified tangible (industrial production) or non-tangible (service provision) output.

***Examples of job titles***

Academic Quality Officer  
Accreditation Adviser  
Compliance Manager  
Quality Management Officer  
Regulatory Affairs Analyst

**247 - MEDIA PROFESSIONALS**

Media professionals plan, coordinate and technically supervise activities in journalism, public relations and advertising.

***Relevant unit groups within 247:***

**JOURNALISTS, NEWSPAPER AND PERIODICAL EDITORS**

Jobholders in this unit group investigate and write up stories and features for broadcasting and for newspapers, magazines and other periodicals, evaluate and manage their style and content and oversee the editorial direction of these types of output and publication.

**PUBLIC RELATIONS PROFESSIONALS**

Public relations professionals plan, organise and co-ordinate the activities that promote the image and understanding of an organisation and its products or services to consumers, businesses, members of the public and other specified audiences.

**ADVERTISING ACCOUNTS MANAGERS AND CREATIVE DIRECTORS**

Advertising accounts managers and creative directors plan, design, organise and direct the advertising activities of an organisation.

***Examples of job titles***

Advertising Manager	PR Assistant
Communications Assistant	Press Officer
Editor	Public Relations Manager
Fundraising Manager	Publications Officer
Media Relations Officer	Publicity Manager

**311 - SCIENCE, ENGINEERING AND PRODUCTION TECHNICIANS**

Science, engineering and production technicians perform a variety of technical support functions to assist the work of scientists and technologists, assist in the design, development, production and maintenance of electronic systems, perform technical quality assurance related tasks, support the work of building and civil engineers, and perform various other technical support functions for engineers.

***Relevant unit groups within 311:***

**LABORATORY TECHNICIANS**

Laboratory technicians carry out routine laboratory tests and checks, and perform a variety of technical support functions requiring the application of established or prescribed procedures and techniques to assist scientists with their research, development, analysis and testing, and to verify the physical, chemical and other characteristics of materials and products.

**ELECTRICAL AND ELECTRONICS TECHNICIANS**

Electrical and electronics technicians perform a variety of miscellaneous technical support functions to assist with the design, development, installation, operation and maintenance of electrical and electronic systems.

**ENGINEERING TECHNICIANS**

Engineering technicians perform a variety of technical support functions to assist engineers with the design, development, operation, installation and maintenance of engineering systems and constructions.

**BUILDING AND CIVIL ENGINEERING TECHNICIANS**

Building and civil engineering technicians perform a variety of technical support functions to assist civil and building engineers.

**QUALITY ASSURANCE TECHNICIANS**

Quality assurance technicians perform a variety of technical inspections and testing and monitoring tasks to detect processing, manufacturing and other defects.

**SCIENCE, ENGINEERING AND PRODUCTION TECHNICIANS N.E.C.**

Job holders in this unit group perform a variety of technical support functions not elsewhere classified in Minor group 311: Science, Engineering and Production Technicians.

***Examples of job titles***

Building Services Technician  
Electrical Technician  
Electronics Technician  
Engineering Technician  
Experimental Officer (Laboratory)  
Laboratory Technician

Mechanical Technician  
Quality Analyst  
Stores Technician (Laboratory)  
Technical Assistant (Laboratory)  
Technical Officer  
Workshop Technician

**312 - DRAUGHTSPERSONS AND RELATED ARCHITECTURAL TECHNICIANS**

Workers in this minor group prepare technical drawings, plans and charts and give technical assistance to planners and architects.

***Relevant unit groups within 312:***

**ARCHITECTURAL AND TOWN PLANNING TECHNICIANS**

Architectural and town planning technicians perform a variety of technical support functions to assist architects and planners with the design of buildings and the layout of urban and rural areas.

**DRAUGHTSPERSONS**

Draughtspersons prepare technical drawings, plans, maps, charts and similar items.

### ***Examples of job titles***

Architectural Assistant  
CAD Technician  
Cartographer  
Design Technician

Draughting Technician  
Draughtsman  
Technician (Architectural)

## **313 - INFORMATION TECHNOLOGY TECHNICIANS**

Workers in this minor group are responsible for the day-to-day running of IT systems and networks, and provide technical support, advice and guidance for users and customers.

### ***Relevant unit groups within 313:***

#### **IT OPERATIONS TECHNICIANS**

IT operations technicians are responsible for the day-to-day running of IT systems and networks including the preparation of back-up systems, and for performing regular checks to ensure the smooth functioning of such systems.

#### **IT USER SUPPORT TECHNICIANS**

IT user support technicians are responsible for providing technical support, advice and guidance for internal/external users of IT systems and applications, either directly or by telephone, e-mail or other network interaction.

### ***Examples of job titles***

Computing Officer  
Computer Technician  
Data Manager  
Database Administrator  
Help Desk Operator (IT)  
IT Support Officer  
Network Officer

Project Coordinator (IT)  
Systems Administrator  
Team Leader (IT)  
Technical Support Analyst  
User Support Assistant (IT)  
Web Assistant

## **321 - HEALTH ASSOCIATE PROFESSIONALS**

Workers in this minor group provide a variety of technical support functions for a range of health professionals such as administering first aid treatment in emergencies, operating medical testing equipment, fitting hearing aids and spectacles, dispensing medicines, and fitting, servicing and repairing medical and dental devices.

### ***Relevant unit groups within 321:***

#### **PHARMACEUTICAL TECHNICIANS**

Pharmaceutical technicians work in hospitals or in the community and assist pharmacists in the preparation and dispensing of drugs and medicines.

#### **MEDICAL AND DENTAL TECHNICIANS**

Medical and dental technicians operate, calibrate and maintain cardiographic and encephalographic testing equipment, assist in the conduct of post mortems, give simple dental treatments, fit artificial limbs and hearing aids, and undertake a wide range of related medical and dental tasks.

#### **HEALTH ASSOCIATE PROFESSIONALS N.E.C.**

Job holders in this unit group carry out a variety of technical and complementary support functions not elsewhere classified in Minor group 321: Health Associate Professionals.

### ***Examples of job titles***

Cardiographer  
Dental Hygienist

Stores Technician (Medical)  
Technician (Medical)



Dental Technician  
Pharmacy Technician

Technician (Physiology)  
Therapist

### **323 - WELFARE AND HOUSING ASSOCIATE PROFESSIONALS**

Welfare and housing associate professionals organise and provide social welfare and related community services including working with children and young people, address the housing needs of individuals or localities, assist those with physical and mental disabilities or illnesses, investigate cases of abuse or neglect, provide counselling services and perform other welfare functions.

#### ***Relevant unit groups within 323:***

##### **YOUTH AND COMMUNITY WORKERS**

Youth and community workers provide support to individuals or groups of individuals through a range of activities or services that aim to encourage participation in social and community life and promote personal and social development.

##### **HOUSING OFFICERS**

Housing officers assess and address housing needs of particular localities and individuals and oversee the day-to-day management of rented properties belonging to local authorities or housing associations.

##### **COUNSELLORS**

Jobholders in this unit group provide counselling services to clients with a wide variety of problems by means of assisting them to reach their own resolutions to the difficulties they face. Counsellors may specialise in a particular area or client group or address a wide range of issues.

##### **WELFARE AND HOUSING ASSOCIATE PROFESSIONALS N.E.C.**

Workers in this unit group provide pastoral care relating to religious denominations, and a variety of welfare-related services including advice on benefits, health, disability and residential care not elsewhere classified in Minor group 323: Welfare and Housing Associate Professionals.

#### ***Examples of job titles***

Accommodation Officer  
Counsellor  
Disability Support Officer  
Outreach Coordinator  
Project Coordinator (Student Services)

Schools Liaison Officer  
Student Housing Officer  
Student Services Assistant  
Volunteer Coordinator  
Welfare Advisor

### **331 - PROTECTIVE SERVICE OCCUPATIONS**

Workers in this minor group serve in Her Majesty's, foreign and Commonwealth armed forces, investigate crimes and maintain law and order, fight fires and advise on fire prevention, guard inmates and maintain discipline at prisons and detention centres, and perform other miscellaneous protective service roles.

#### ***Relevant unit groups within 331:***

##### **POLICE OFFICERS (SERGEANT AND BELOW)**

Police officers (Sergeant and below) co-ordinate and undertake the investigation of crimes, patrol public areas, arrest offenders and suspects and enforce law and order.

##### **FIRE SERVICE OFFICERS (WATCH MANAGER AND BELOW)**

Workers in this unit group co-ordinate and participate in fire fighting activities, provide emergency services in the event of accidents or bomb alerts, and advise on fire prevention.

#### **POLICE COMMUNITY SUPPORT OFFICERS**

Police Community Support Officers (PCSOs) support the local police force by patrolling the streets to provide a visible and reassuring presence and to tackle a range of crime and disorder problems.

#### **PROTECTIVE SERVICE ASSOCIATE PROFESSIONALS N.E.C.**

Workers in this unit group undertake search and rescue operations, plan and coordinate services of private detection agencies and security measures for individuals, establishments or organisations, and perform other security and protective service occupations not elsewhere classified in Minor group 331: Protective Service Occupations.

#### ***Examples of job titles***

CCTV Officer

Crime Prevention Officer

Fire Prevention Assistant

Head of Security

Police Community Support Officer

Police Constable

Security Manager

### **341 - ARTISTIC, LITERARY AND MEDIA OCCUPATIONS**

Workers in this minor group create and restore artistic work; write, evaluate and edit literary material; translate written and spoken statements; perform in films, theatre and other acts of entertainment; write, arrange and perform musical compositions; produce, direct, present and participate in television programmes, films and stage presentations; create artistic content for various media; and promote and administer artistic and cultural activities.

#### ***Relevant unit groups within 341:***

##### **ARTISTS**

Artists create artistic works using appropriate techniques, materials and media; design artwork and illustrations; and restore damaged pieces of art.

##### **AUTHORS, WRITERS AND TRANSLATORS**

Job holders in this unit group write, edit and evaluate literary material for publication excluding material for newspapers, magazines and other periodicals but including scripts and narrative for film, TV, radio and computer games and animations; and translate spoken and written statements into different languages.

##### **ACTORS, ENTERTAINERS AND PRESENTERS**

Actors, entertainers and presenters sing, portray roles in dramatic productions, perform comedy routines, gymnastic feats and tricks of illusion, train animals to perform and perform with them, and introduce and present radio and television programmes.

##### **MUSICIANS**

Musicians write, arrange, orchestrate, conduct and perform musical compositions.

##### **ARTS OFFICERS, PRODUCERS AND DIRECTORS**

Arts officers, producers and directors assume creative, financial and organisational responsibilities in the production and direction of television and radio programmes, films, stage presentations, content for other media, and the promotion and exhibition of other creative activities.

##### **PHOTOGRAPHERS, AUDIO-VISUAL AND BROADCASTING EQUIPMENT OPERATORS**

Workers in this unit group operate and assist with still, cine and television cameras and operate other equipment to record, manipulate and project sound and vision for entertainment, cultural, commercial and industrial purposes.

### ***Examples of job titles***

Artist	Performer
Arts Officer	Photographer
Broadcaster	Picture Restorer
Director (Theatre)	Producer
Editorial Assistant	Production Assistant (Broadcasting)
Film Programmer	Sound Engineer
Illustrator	Stage Manager (Entertainment)
Interpreter	Technician (Audio Visual, Media, Arts)
Life Model	Translator
Multimedia Coordinator	Video Editor
Musician	Writer

## **342 - DESIGN OCCUPATIONS**

Workers in this minor group use a wide variety of design techniques to convey information for publicity, promotional and advertising purposes, and to design industrial and commercial products, clothing and fashion accessories.

### ***Relevant unit groups within 342:***

#### **GRAPHIC DESIGNERS**

Graphic designers use illustrative, sound, visual and multimedia techniques to convey a message for information, entertainment, advertising, promotion or publicity purposes, and create special visual effects and animations for computer games, film, interactive and other media.

#### **PRODUCT, CLOTHING AND RELATED DESIGNERS**

Product, clothing and related designers plan, direct and undertake the creation of designs for new industrial and commercial products, clothing and related fashion accessories, costumes and wigs, and for building interiors and stage sets.

### ***Examples of job titles***

Designer (Interior, Stage)  
Graphic Designer  
Graphics Assistant  
Graphics Technician  
Industrial Designer

## **344 - SPORTS AND FITNESS OCCUPATIONS**

Workers in this minor group prepare for and compete in sporting events for financial gain, train amateur and professional sportsmen and women to enhance performance, promote participation and standards in sport, organise and officiate at sporting events, and provide instruction, training and supervision for various forms of exercise and other recreational activities.

### ***Relevant unit groups within 344:***

#### **SPORTS COACHES, INSTRUCTORS AND OFFICIALS**

Sports coaches, instructors and officials work with amateur and professional sportsmen and women to enhance performance, encourage greater participation in sport, supervise recreational activities

such as canoeing and mountaineering, and organise and officiate at sporting events according to established rules.

### **FITNESS INSTRUCTORS**

Fitness instructors deliver training in a range of fitness activities, including weight training, yoga, pilates, personal training and other forms of exercise at private health and fitness centres, local authority run sports and leisure centres, other public and community establishments, and in private homes.

#### ***Examples of job titles***

Aerobics Instructor  
Fitness Attendant  
Sports Coach  
Sports Development Officer

## **353 - BUSINESS, FINANCE AND RELATED ASSOCIATE PROFESSIONALS**

Business, finance and related associate professionals calculate the probable costs of projects, assess the value of properties, underwrite insurance policies and assess liability regarding claims, deal in commodities and financial assets, advise clients on insurance, investment, taxation, mortgages, pensions and other financial matters, and assist accounting and financial professionals in managing an organisation's financial affairs and its accounts.

#### ***Relevant unit groups within 353:***

### **ESTIMATORS, VALUERS AND ASSESSORS**

Estimators, valuers and assessors plan and undertake the calculation of probable costs of civil, mechanical, electrical, electronic and other projects, estimate the value of property and chattels, and investigate insurance claims to assess their validity and to assign liability.

### **FINANCE AND INVESTMENT ANALYSTS AND ADVISERS**

Job holders in this unit group advise customers, who may be individuals, companies or specialist groups, on the purchase of investments, insurance, mortgages, pensions and other financial services and products.

### **TAXATION EXPERTS**

Taxation experts advise on tax matters and assess tax liabilities.

### **FINANCIAL AND ACCOUNTING TECHNICIANS**

Financial and accounting technicians work alongside accountants and other financial professionals in managing the financial affairs of organisations.

### **FINANCIAL ACCOUNTS MANAGERS**

Job holders in this unit group manage client accounts or departments within financial institutions (such as banks and insurance companies) or manage a variety of financial accounts within other organisations.

### **BUSINESS AND RELATED ASSOCIATE PROFESSIONALS N.E.C.**

Job holders in this unit group advise on the effectiveness of an organisation's procedures, systems and methods and perform other business and related functions not elsewhere classified in Minor group 353: Business, Finance and Related Associate Professionals.

#### ***Examples of job titles***

Accounts Manager  
Business Systems Analyst  
Contract Officer (Building Construction)  
Credit Manager  
Finance Advisor  
Financial Controller  
Forecast Analyst  
Management Information Officer  
Pensions Manager  
Planning Officer

Project Administrator (Admin, Business, Finance)  
Research Coordinator  
Research Project Assistant  
Sales Estimator  
Space Planner  
Strategy Officer  
Tax Adviser  
Taxation Manager  
Work Study Officer

## **354 - SALES, MARKETING AND RELATED ASSOCIATE PROFESSIONALS**

Sales, marketing and related associate professionals purchase raw materials, equipment and merchandise, provide technical sales advice to customers, undertake market research, support the implementation of the organisation's marketing and sales policies and arrange for the trading and leasing of property on behalf of clients.

### ***Relevant unit groups within 354:***

#### **BUYERS AND PROCUREMENT OFFICERS**

Buyers and procurement officers organise and undertake the buying of raw materials, equipment and merchandise from manufacturers, importers, wholesalers and other sources for wholesale distribution, resale or for own internal use.

#### **BUSINESS SALES EXECUTIVES**

Business sales executives provide advice to existing and potential customers, and receive orders for specialist machinery, equipment, materials and other products or services that require technical knowledge.

#### **MARKETING ASSOCIATE PROFESSIONALS**

Marketing associate professionals assist in the development and implementation of projects which aim to elicit the preferences and requirements of consumers, businesses and other specified target groups so that suppliers may meet these needs.

#### **SALES ACCOUNTS AND BUSINESS DEVELOPMENT MANAGERS**

Sales accounts and business development managers plan, organise and undertake market research to meet the requirements of an organisation's marketing and sales policies.

#### **CONFERENCE AND EXHIBITION MANAGERS AND ORGANISERS**

Job holders in this unit group manage, organise and coordinate business conferences, exhibitions and similar events.

### ***Examples of job titles***

Alumni Relations Officer  
Buyer  
Conference Coordinator  
Development Officer (Marketing)  
Events Manager  
Fundraising Officer  
Hospitality Manager

International Officer  
Marketing Manager  
Marketing Officer  
Procurement Officer  
Purchasing Officer  
Sales Manager  
Sales Officer

## **355 - CONSERVATION AND ENVIRONMENTAL ASSOCIATE PROFESSIONALS**

Conservation and environmental associate professionals are responsible for the day-to-day running and management of areas of the countryside and the wider environment in a way that reconciles the

interests of conservation, land owners and the public. They carry out practical conservation activities and assist in promoting awareness of the natural environment.

### ***Examples of job titles***

Environmental Technician

## **356 - PUBLIC SERVICES AND OTHER ASSOCIATE PROFESSIONALS**

Public services and other associate professionals supervise, manage and undertake general administrative functions in national and local government, advise upon and undertake recruitment, staff appraisal and industrial relations activities, give advice regarding careers, training and related opportunities, provide vocational training, undertake inspections and investigations to ensure statutory compliance, implement health and safety measures within establishments and organisations, and undertake inspections to ensure compliance with environmental health regulations.

### ***Relevant unit groups within 356:***

#### **PUBLIC SERVICES ASSOCIATE PROFESSIONALS**

Public services associate professionals supervise, manage and undertake general administrative work in national and local government departments, organise the activities of local offices of national government departments, and promote the image and understanding of an organisation and its products and services to consumers and other specified audiences.

#### **HUMAN RESOURCES AND INDUSTRIAL RELATIONS OFFICERS**

Human resources and industrial relations officers conduct research and advise on recruitment, training, staff appraisal and industrial relations policies and assist specialist managers with negotiations on behalf of a commercial enterprise, trade union or other organisation.

#### **VOCATIONAL AND INDUSTRIAL TRAINERS AND INSTRUCTORS**

Vocational and industrial trainers provide instruction in manual, manipulative and other vocational skills and advise on, plan and organise vocational instruction within industrial, commercial and other establishments.

#### **CAREERS ADVISERS AND VOCATIONAL GUIDANCE SPECIALISTS**

Job holders in this unit group give advice on careers or occupations, training courses and related matters, direct school leavers and other job seekers into employment and assess their progress.

#### **HEALTH AND SAFETY OFFICERS**

Health and safety officers counsel employees to ensure and promote health and safety in the workplace and co-ordinate accident prevention and health and safety measures within an establishment or organisation.

### ***Examples of job titles***

Careers Adviser

Health and Safety Officer

Human Resources Adviser

IT Trainer

Personnel Assistant

Placement Officer

Recycling Officer

Safety Adviser

Staff Development Officer

Student Placement Adviser

Training Coordinator

Training Instructor

Training Manager

Waste and Recycling Officer

## **412 - ADMINISTRATIVE OCCUPATIONS: FINANCE**

Workers in this minor group perform administrative and other tasks in relation to credit control and debt collection, the maintenance of financial records within firms, financial transactions made with customers and the collection of payments from businesses and households.

### ***Relevant unit groups within 412:***

#### **CREDIT CONTROLLERS**

Credit controllers perform financial, administrative and other tasks in relation to credit control and debt collection.

#### **BOOK-KEEPERS, PAYROLL MANAGERS AND WAGES CLERKS**

Book-keepers, payroll managers and wages clerks maintain and balance records of financial transactions, oversee the operation of payroll functions and calculate hours worked, wages due and other relevant contributions and deductions.

#### **BANK AND POST OFFICE CLERKS**

Bank and post office clerks deal with the payment and receipt of money, cheques and other routine financial transactions and open and close accounts. They advise upon financial products and services offered by banks, building societies and post offices.

#### **FINANCE OFFICERS**

Finance officers oversee book-keeping, general accounting and other financial and related clerical functions mainly within local government and a variety of public sector organisations

#### **FINANCIAL ADMINISTRATIVE OCCUPATIONS N.E.C.**

Job holders in this unit group carry out a variety of finance related administrative functions not elsewhere classified in Minor group 412: Administrative Occupations: Finance.

### ***Examples of job titles***

Accountant (Unqualified)  
Accounts Assistant  
Bookkeeper  
Cashier (Clerk)  
Credit Controller  
Finance Assistant  
Insurance Coordinator  
Internal Auditor

Ledger Clerk  
Management Accountant (Unqualified)  
Payroll Assistant  
Payroll Manager  
Postal Services Officer  
Rights Officer (Publishing)  
Ticket Office Assistant  
Wages Administrator

## **413 - ADMINISTRATIVE OCCUPATIONS: RECORDS**

Workers in this minor group create, maintain, update and file correspondence, data, documents and information held both in hard copy and electronically for storage, reference purposes and despatch.

### ***Relevant unit groups within 413:***

#### **RECORDS CLERKS AND ASSISTANTS**

Records clerks and assistants maintain and update electronic and/or hard copy documents, correspondence and other records, and organise their storage.

#### **PENSIONS AND INSURANCE CLERKS AND ASSISTANTS**

Pensions and insurance clerks and assistants provide general clerical support to senior colleagues and perform specialist clerical tasks in relation to the administration of pensions and insurance policies.

#### **STOCK CONTROL CLERKS AND ASSISTANTS**

Stock control clerks and assistants receive orders from customers, prepare requisitions or despatch documents for ordered goods, maintain and update records, files and other correspondence in relation to the storage and despatch of goods.

#### **TRANSPORT AND DISTRIBUTION CLERKS AND ASSISTANTS**

Workers in this unit group perform various clerical functions relating to the transport and distribution of goods and freight.

#### **LIBRARY CLERKS AND ASSISTANTS**

Library clerks and assistants classify, sort and file publications, documents, audio-visual and computerised material in libraries and offices.

#### **HUMAN RESOURCES ADMINISTRATIVE OCCUPATIONS**

Job holders in this unit group provide administrative support for the human resources (HR) operations within organisations.

##### ***Examples of job titles***

Admissions Officer	Records Clerk
Archives Assistant	Room Booking Clerk
Course Administration Assistant	Shelving Assistant
Human Resources Administrator	Stock Controller
Information Assistant (Library)	Stores Clerk
Library Assistant	Student Records Administrator
Pensions Assistant	Training Administrator
Personnel Administrator	Transport Clerk
Purchasing Assistant	

#### **415 - OTHER ADMINISTRATIVE OCCUPATIONS**

Workers in this minor group perform a variety of general and sales-related administrative tasks.

##### ***Relevant unit groups within 415:***

#### **SALES ADMINISTRATORS**

Sales administrators provide support to the process of selling equipment, materials and other products or services.

#### **OTHER ADMINISTRATIVE OCCUPATIONS N.E.C.**

Job holders in this unit group are responsible for recording, filing and disseminating information for a business, organisation or individual not elsewhere classified in Minor group 415: Other Administrative Occupations.

##### ***Examples of job titles***

Administration Assistant	Faculty Liaison Officer
Administrative Officer	Marketing Assistant
Clerical Assistant	Project Assistant (Clerical)
Clerical Officer	Sales Administration Assistant
Conference Assistant	Sales Coordinator
Facilities Officer	Student Services Clerk



## **416 - ADMINISTRATIVE OCCUPATIONS: OFFICE MANAGERS AND SUPERVISORS**

Workers in this minor group coordinate the day-to-day running of offices providing the administrative services of commercial, industrial and other non-governmental organisations and public agencies, and supervise the staff within those offices.

### ***Relevant unit groups within 416:***

#### **OFFICE MANAGERS**

Office managers plan, organise and co-ordinate the activities and resources of offices within commercial, industrial and other non-governmental organisations and public agencies.

#### **OFFICE SUPERVISORS**

Office supervisors oversee operations and directly supervise and coordinate the activities of those carrying out general administrative and clerical work and performing specialist administrative and clerical duties in relation to finance, records, sales and other services to a variety of commercial, industrial and other non-governmental organisations and public agencies.

#### ***Examples of job titles***

Administration Manager  
Box Office Manager  
Chief Clerk  
Credit Supervisor  
Data Preparation Team Leader

Office Manager  
Office Supervisor  
Registry Manager  
Team Leader (Administration)

## **421 - SECRETARIAL AND RELATED OCCUPATIONS**

Workers in this minor group provide dictation services, type, edit and print documents, perform general clerical and organisational duties in support of management or other workers, and receive and direct clients and visitors to commercial, government and other establishments.

### ***Relevant unit groups within 421:***

#### **MEDICAL SECRETARIES**

Medical secretaries deal with correspondence, make appointments and handle patients' queries; file and maintain medical and other records; transcribe notes and dictation; and perform other clerical tasks in hospitals/surgeries and other medical establishments.

#### **LEGAL SECRETARIES**

Legal secretaries file and maintain legal and other records, transcribe notes and dictation into typewritten form and perform other routine clerical tasks in legal practices.

#### **PERSONAL ASSISTANTS AND OTHER SECRETARIES**

Personal assistants and other secretaries provide administrative and secretarial support to individuals, departmental or management teams within organisations.

#### **RECEPTIONISTS**

Receptionists receive and direct telephone calls and visitors to commercial, government and other establishments.

#### **TYPISTS AND RELATED KEYBOARD OCCUPATIONS**

Job holders in this unit group type letters, memos, reports and other documents from draft, handwritten or dictated matter, using appropriate software packages.

### ***Examples of job titles***

Computer Assistant  
Course Secretary  
Data Entry Clerk  
Departmental Secretary  
Director's Secretary  
Legal Secretary  
Medical Receptionist

Medical Secretary  
Personal Assistant  
Reception Manager  
Receptionist  
Secretary  
Transcriber  
Typist

## **511 - AGRICULTURAL AND RELATED TRADES**

Those working in agricultural and related trades occupations cultivate crops and raise animals for consumption, grow plants, trees, shrubs and flowers for sale, tend private and public gardens, parks, sports pitches and other recreational areas, and perform a variety of other skilled occupations related to agriculture and fishing.

### ***Relevant unit groups within 511:***

#### **FARMERS**

Farmers and related occupations cultivate arable crops, fruits and trees, and raise cattle, sheep, pigs, poultry and other livestock for consumption.

#### **HORTICULTURAL TRADES**

Horticultural trades workers intensively cultivate vegetables, plants, fruit, shrubs, trees and flowers in greenhouses, market gardens, nurseries and orchards.

#### **GARDENERS AND LANDSCAPE GARDENERS**

Gardeners and landscape gardeners cultivate flowers, trees, shrubs and other plants in public and private gardens, construct features to improve the appearance of existing terrain, and cut and lay turf.

#### **GROUNDSMEN AND GREENKEEPERS**

Groundsmen and greenkeepers cut and lay turf and maintain areas for golf courses and other sports grounds.

### ***Examples of job titles***

Agricultural Technician  
Gardener  
Greenkeeper  
Groundsperson

Herd Manager  
Horticultural Technician  
Horticulturist  
Nursery Assistant (Horticultural)

## **521 - METAL FORMING, WELDING AND RELATED TRADES**

Metal forming, welding and related trades workers shape, cast, finish and join metal, and erect, install, maintain and repair metal structures and fixtures.

### ***Relevant unit groups within 521:***

#### **WELDING TRADES**

Welding trades workers join metal parts by welding, brazing and soldering, and cut and remove defects from metal using a variety of equipment and techniques.

### ***Examples of job titles***

Welding Engineer

## **522 - METAL MACHINING, FITTING AND INSTRUMENT MAKING TRADES**

Metal machining, fitting and instrument making trades workers mark out metal for machine tool working, set up and operate lathes, boring, drilling, grinding, milling machines and presses, assemble and repair machine tools, install and repair plant and industrial machinery, fit and assemble parts and sub-assemblies in the manufacture of metal products, make, calibrate, test and repair precision and optical instruments, and install and repair air-conditioning and refrigeration systems.

### ***Relevant unit groups within 522:***

#### **METAL WORKING PRODUCTION AND MAINTENANCE FITTERS**

Metal working production and maintenance fitters erect, install and repair electrical and mechanical plant and industrial machinery, fit and assemble parts and sub-assemblies in the manufacture of metal products and test and adjust new motor vehicles and engines.

#### **PRECISION INSTRUMENT MAKERS AND REPAIRERS**

Precision instrument makers and repairers make, calibrate, test and repair precision and optical instruments such as barometers, compasses, cameras, calibrators, watches, clocks and chronometers.

#### **AIR-CONDITIONING AND REFRIGERATION ENGINEERS**

Jobholders in this unit group install, service and repair air conditioning and refrigeration systems in factories, offices, shops and homes.

#### ***Examples of job titles***

Air Conditioning Engineer

Fitter

Instrument Mechanic

Maintenance Manager (Mechanical)

Maintenance Technician

Mechanical Fitter

Precision Engineer

## **523 - VEHICLE TRADES**

Vehicle trades workers repair, service and maintain the bodies, engines, parts, sub-assemblies, internal trimmings, upholstery and exterior surfaces of vehicles.

### ***Relevant unit groups within 523:***

#### **VEHICLE TECHNICIANS, MECHANICS AND ELECTRICIANS**

Vehicle technicians, mechanics and electricians accept calls for help and repair and service the mechanical parts and electrical/electronic circuitry and components of cars, lorries, buses, motorcycles and other motor vehicles, and repair and service auto air-conditioning systems.

#### ***Examples of job titles***

Automobile Engineer (Mechanic)

Fleet Engineer

## **524 - ELECTRICAL AND ELECTRONIC TRADES**

Workers in electrical and electronic trades install wiring in road and rail vehicles and aircraft and assemble, install, maintain, test and repair electrical and electronic equipment, components and

systems concerned with lighting, signalling, telecommunications, radio and television and other commercial, industrial and domestic functions.

***Relevant unit groups within 524:***

**ELECTRICIANS AND ELECTRICAL FITTERS**

Electricians and electrical fitters assemble parts in the manufacture of electrical and electronic equipment, and install, maintain, and repair electrical plant, machinery, appliances and wiring.

**TELECOMMUNICATIONS ENGINEERS**

Telecommunications engineers install, maintain and repair public and private telephone systems and maintain, test and repair telecommunications cables.

**TV, VIDEO AND AUDIO ENGINEERS**

TV, video and audio engineers service and repair domestic television, video and audio appliances.

**IT ENGINEERS**

IT engineers install, maintain and repair the physical components of computer systems and equipment.

**ELECTRICAL AND ELECTRONIC TRADES N.E.C.**

Job holders in this group perform a variety of electrical and electronic occupations not elsewhere classified in Minor group 524: Electrical and Electronic Trades.

***Examples of job titles***

Alarm Engineer  
Computer Engineer  
Electrician  
Electronic Engineer (Maintenance)

Network Engineer (Installation and Repair)  
Service Engineer (Electrical)  
Telecommunications Technician  
Telephone Engineer

**525 - SKILLED METAL, ELECTRICAL AND ELECTRONIC TRADES SUPERVISORS**

Jobholders in this minor group supervise and control technical and operational aspects of metal forming, welding and relate, metal machining, fitting and instrument making, vehicles trades and electrical and electronic trades. Skilled metal, electrical and electronic trades supervisors oversee operations and directly supervise and coordinate the activities of workers in skilled metal, electrical and electronic trades.

***Examples of job titles***

Electrical Supervisor  
Engineering Supervisor  
Mechanical Superintendent

**531 - CONSTRUCTION AND BUILDING TRADES**

Jobholders within construction and building trades erect and fit metal framework for building construction, cut, shape and lay stone, brick and similar materials, cover roofs and exterior walls, install, maintain and repair plumbing, heating and ventilating systems, construct and install wooden frameworks and fittings, fit glass into windows and doors, and perform other miscellaneous construction tasks.

***Relevant unit groups within 531:***

**PLUMBERS AND HEATING AND VENTILATING ENGINEERS**

Jobholders in this unit group assemble, install, maintain and repair plumbing fixtures, heating and ventilating systems and pipes and pipeline systems in commercial, residential and industrial premises and public buildings.

### **CARPENTERS AND JOINERS**

Carpenters and joiners construct, erect, install and repair wooden structures and fittings used in internal and external frameworks and cut, shape, fit and assemble wood to make templates, jigs, scale models and scenic equipment for theatres.

### **CONSTRUCTION AND BUILDING TRADES N.E.C.**

Those working in construction and building trades n.e.c. undertake a variety of tasks in the construction, alteration, maintenance and repair of buildings, steeples, industrial chimneys and other tall structures, and of underwater structures not elsewhere classified in Minor group 531: Construction and Building Trades.

#### ***Examples of job titles***

Builder (Building and Contracting)  
Building Officer  
Carpenter  
Gas Service Engineer

Joiner  
Maintenance Technician (Buildings)  
Plumber  
Plumbing/Heating and Ventilation Engineer

### **532 - BUILDING FINISHING TRADES**

Workers in this minor group apply plaster and cement mixtures to walls and ceilings, lay flooring covers and apply paint, varnish, wallpaper, tiles and other protective and decorative materials to walls and ceilings.

#### ***Relevant unit groups within 532:***

### **PAINTERS AND DECORATORS**

Those working in this unit group apply paint, varnish, wallpaper and other protective and decorative materials to interior and exterior walls and surfaces, paint designs on wood, glass, metal, plastics and other materials, and stain, wax and french polish wood surfaces by hand.

#### ***Examples of job titles***

Decorator  
House Painter  
Maintenance Painter  
Painter and Decorator

### **533 - CONSTRUCTION AND BUILDING TRADES SUPERVISORS**

Workers in this minor group supervise and control technical and operational aspects of Construction and Building, and Building Finishing Trades. They oversee operations and directly supervise and coordinate the activities of workers in construction and building trades.

#### ***Examples of job titles***

Building Supervisor  
Contract Supervisor (Building Construction)  
Foreman (Building Construction)  
Foreperson (Estates)

Maintenance Supervisor (Estates)  
Team Leader (Estates)  
Works Supervisor

## **541 - TEXTILES AND GARMENTS TRADES**

Workers within textiles and garments trades perform a variety of textiles and related craft occupations, weave fabrics into fibre and carpet, knit garments from yarn, upholster the seating and interior of vehicles and planes, make soft furnishings, make, repair and finish leather goods, and make, fit and alter tailored articles of clothing.

### ***Examples of job titles***

Textile Conservationist

## **542 - PRINTING TRADES**

Printing trades workers compose and set type and printing blocks, produce printing plates, cylinders and film, operate printing machines and bind the finished printed product.

### ***Relevant unit groups within 542:***

#### **PRE-PRESS TECHNICIANS**

Pre-press technicians prepare, format and compose text and graphics in a form suitable for use in a variety of print processes.

#### **PRINTERS**

Printers set up and operate various small offset printing presses and digital printing processes.

#### **PRINT FINISHING AND BINDING WORKERS**

Print finishing and binding workers bind books and other publications and finish printed items by hand or machine.

### ***Examples of job titles***

Bindery Assistant  
Bookbinder  
Compositor  
Darkroom Technician  
Paste-Up Artist  
Pre-Press Technician

Print Finisher  
Printer  
Printing Manager  
Printing Technician  
Type Setter

## **543 - FOOD PREPARATION AND HOSPITALITY TRADES**

Workers in food preparation and hospitality trades slaughter livestock, cut, trim and prepare meat, poultry and fish, prepare, bake and finish bread and flour confectionery products, prepare food in hotels, restaurants and other establishments, and manage the catering and bar facilities in factories, shops, theatres, educational premises and similar establishments.

### ***Relevant unit groups within 543:***

#### **CHEFS**

Chefs plan menus and prepare, or oversee the preparation of food in hotels, restaurants, clubs, private households and other establishments.

#### **COOKS**

Cooks prepare, season and cook food, often using pre-prepared ingredients, in clubs, private households, fast food outlets, shops selling food cooked on the premises and the catering departments and canteens of other establishments.

## **CATERING AND BAR MANAGERS**

Catering and bar managers plan, direct and co-ordinate the catering and bar facilities and services of licensed premises, factories, shops, theatres, educational premises and other establishments. They also manage outside catering businesses and shops selling food cooked on the premises.

### ***Examples of job titles***

Bar Manager  
Canteen Manager  
Catering Manager  
Chef  
Cook

## **544 - OTHER SKILLED TRADES**

Workers in this unit group engrave jewellery and stoneware, make artificial hairpieces, charge fireworks and munitions with explosive material, make lampshades, wickerwork, toys, dolls, models, candles, artificial flowers, other fancy goods, make patterns for moulds for metal castings, make and tune musical instruments, craft precious metals and stones, and perform other hand craft occupations.

### ***Examples of job titles***

Technician (Musical Instruments)

## **612 - CHILDCARE AND RELATED PERSONAL SERVICES**

Workers in childcare and related personal services supervise play and other activities for pre-school age children, assist teachers and care for children in day or residential nurseries, children's homes and private households.

### ***Relevant unit groups within 612:***

#### **NURSERY NURSES AND ASSISTANTS**

Nursery nurses and assistants care for children from birth up to seven years of age in day or residential nurseries, children's homes, maternity units and similar establishments.

#### **CHILDMINDERS AND RELATED OCCUPATIONS**

Childminders and related occupations provide day-to-day care of children within a domestic setting, and supervise and participate in their play, educational and other activities.

#### **PLAYWORKER**

Playworkers deliver and facilitate play opportunities for children in a range of formal and informal settings including play groups, play schemes, free play locations, and in pre- and after-school activities.

### ***Examples of job titles***

Childcare Assistant	Nursery Nurse
Creche Worker	Nursery Supervisor
Early Years Worker	Play Leader
Kindergarten Assistant	Playgroup Assistant

## **613 - ANIMAL CARE AND CONTROL SERVICES**

Workers in this minor group provide assistance to veterinarians, carry out pest control services, care for animals in stables, kennels, zoos and other such establishments, provide specialised grooming and clipping services for animals and capture stray or unruly dogs.

### ***Relevant unit groups within 613:***

#### **VETERINARY NURSES**

Veterinary nurses provide assistance to veterinarians in the treatment and care of sick or injured animals.

#### **ANIMAL CARE SERVICES OCCUPATIONS N.E.C.**

Workers in this unit group care for animals held in kennels, stables, zoos and similar establishments, provide specialised training, grooming, clipping and trimming services for animals, and searches for and captures stray or nuisance dogs in public areas and perform a variety of animal care tasks not elsewhere classified in Minor group 613: Animal Care and Control Services.

#### ***Examples of job titles***

Animal Technician  
Groom  
Veterinary Assistant  
Veterinary Nurse

## **614 - CARING PERSONAL SERVICES**

Those working in caring personal services occupations transport patients by ambulance, stretcher, wheelchair or other means and assist health professionals with the care of patients in hospitals, dental surgeries, nursing homes, residential homes, clinics, day care services and within the home.

### ***Relevant unit groups within 614:***

#### **NURSING AUXILIARIES AND ASSISTANTS**

Nursing auxiliaries and assistants assist doctors, nurses and other health professionals in caring for the sick and injured within hospitals, homes, clinics and the wider community.

#### **HOUSEPARENTS AND RESIDENTIAL WARDENS**

Houseparents and residential wardens are responsible for the care and supervision of children, residents, young offenders and the elderly within residential homes and nurseries, schools, university halls or institutions for young offenders.

#### **CARE WORKERS AND HOME CARERS**

Care workers and home carers attend to the personal needs and comforts of the elderly and the infirm with care and support needs ('service users') within residential care establishments, day care establishments or in their own homes.

#### ***Examples of job titles***

Accommodation Supervisor	Learning Support Assistant
Assistant Nurse	Mental Health Support Worker
Clinical Assistant	Student Support Assistant
Disability Support Worker	Sub-Warden
Healthcare Support Worker	Warden (Halls)



## **621 - LEISURE AND TRAVEL SERVICES**

Those working in occupations in this minor group organise and maintain services and equipment necessary for sporting and recreational activities, advise upon and make travel arrangements for customers and provide services to enhance the enjoyment, comfort and safety of holidaymakers and air, rail, and sea passengers.

### ***Relevant unit groups within 621:***

#### **SPORTS AND LEISURE ASSISTANTS**

Sports and leisure assistants, provide and maintain facilities for sporting and recreational activities and supervise their use, maintain the continuity of entertainment and social events, offer odds and accept bets on the result of sporting and other events and control gambling activities.

#### ***Examples of job titles***

Gallery Assistant	Recreation Assistant
Leisure Attendant	Sports Assistant
Lifeguard	Sports Hall Attendant
Museum Education Assistant	Supervisor (Sports Hall)

## **623 - HOUSEKEEPING AND RELATED SERVICES**

Housekeeping and related services workers co-ordinate and undertake domestic tasks in private households, hotels, schools, hostels and other residential establishments, take care of schools, churches, offices, flats and other buildings.

### ***Relevant unit groups within 623:***

#### **HOUSEKEEPERS AND RELATED OCCUPATIONS**

Housekeepers and related workers perform domestic cleaning and other housekeeping tasks within private households, hotels, schools, hostels and other non-private households.

#### **CARETAKERS**

Caretakers supervise and undertake the care and maintenance of church, school, office and other buildings, their facilities, fixtures and contents.

#### ***Examples of job titles***

Caretaker	Schoolkeeper
College Porter	Steward (Housekeeping)
Head Porter	Superintendent (Halls)
Housekeeper	

## **624 - CLEANING AND HOUSEKEEPING MANAGERS AND SUPERVISORS**

Cleaning and housekeeping managers and supervisors manage and co-ordinate the cleaning and housekeeping activities in private households, hotels, schools, hostels and other residential establishments, in offices and other premises, and directly supervise the staff undertaking those tasks.

#### ***Examples of job titles***

Cleaning Supervisor  
Domestic Manager  
Housekeeping Supervisor  
Team Leader (Cleaning)

## **711 - SALES ASSISTANTS AND RETAIL CASHIERS**

Sales assistants and retail cashiers sell goods and services in retail or wholesale establishments, accept payments, give change and arrange finance as appropriate in respect of sales; obtain, receive and record telephone orders for goods and services.

### ***Relevant unit groups within 711:***

#### **SALES AND RETAIL ASSISTANTS**

Sales and retail assistants demonstrate and sell a variety of goods and services in shops, stores, showrooms and similar establishments.

#### **RETAIL CASHIERS AND CHECK-OUT OPERATORS**

Retail cashiers and check-out operators accept payments from customers and give change in respect of sales or services.

#### **TELEPHONE SALESPERSONS**

Telephone salespersons obtain, receive, process and record telephone orders for goods and services.

#### ***Examples of job titles***

Check-Out Operator  
Restaurant Cashier  
Retail Assistant  
Sales Assistant

Shop Assistant  
Shop Cashier  
Telemarketing Assistant  
Telephone Sales Assistant

## **712 - SALES RELATED OCCUPATIONS**

Job holders in this minor group visit private households to obtain orders and collect payments, deliver and sell food, drink and other goods in streets and open spaces from portable containers, stalls and vans, collect and deliver laundered and similarly serviced articles, replenish and display stocks of merchandise, and undertake a variety of sales occupations not elsewhere classified.

### ***Relevant unit groups within 712:***

#### **DEBT, RENT AND OTHER CASH COLLECTORS**

Debt, rent and other cash collectors collect payments due or overdue from households and businesses and empty cash from prepayment meters or machines.

#### ***Examples of job titles***

Vending Machine Operator

## **713 - SALES SUPERVISORS**

Sales supervisors oversee operations and directly supervise and coordinate the activities of sales and related workers in retail and wholesale establishments.

#### ***Examples of job titles***

Retail Supervisor

## **721 - CUSTOMER SERVICE OCCUPATIONS**

Workers in this minor group receive and respond to telephone and other enquiries regarding the products and services offered by an organisation, deal with customer complaints, and provide further services to customers after the point of sale.

### ***Relevant unit groups within 721:***

#### **CALL AND CONTACT CENTRE OCCUPATIONS**

Workers in this unit group receive and respond to telephone calls from potential clients and existing customers regarding the products and services offered by an organisation.

#### **TELEPHONISTS**

Telephonists receive and direct callers in commercial, industrial and other establishments, and operate telephone (public) and office (private) switchboards to advise on, and assist with, making telephone calls and to relay incoming, outgoing and internal calls.

#### **COMMUNICATION OPERATORS**

Job holders in this unit group operate telecommunications equipment to transmit and receive signals and messages.

#### **MARKET RESEARCH INTERVIEWERS**

Market research interviewers conduct interviews to collect information on the opinions and preferences of consumers, businesses, the electorate and other selected groups.

#### **CUSTOMER SERVICE OCCUPATIONS N.E.C.**

Job holders in this unit group perform a variety of customer service occupations not elsewhere classified in Minor group 721: Customer Service Occupations.

#### ***Examples of job titles***

Communications Operator	Survey Assistant
Customer Adviser (Telephone)	Switchboard Operator
Customer Services Assistant	Telephone Interviewer
Research Interviewer	Telephonist
Reservations Adviser	

## **722 - CUSTOMER SERVICE MANAGERS AND SUPERVISORS**

Customer service managers and supervisors plan, organise and coordinate resources and supervise the staff involved in handling the requests, complaints and further needs of customers.

#### ***Examples of job titles***

Customer Service Manager  
Help Desk Manager (Customer Services)  
Switchboard Supervisor  
Telephone Supervisor

## **812 - PLANT AND MACHINE OPERATIVES**

Workers in this minor group operate plant and machinery to produce paper, wood and related products, operate drilling and excavating equipment to extract coal and other minerals, attend and operate boilers, compressors, turbines, electrical substations and other power generation equipment, operate machinery to cut, shape and finish metal, operate and attend water purifying, sedimentation

and sewerage systems, operate printing and reprographic equipment, and perform other miscellaneous operative tasks.

***Relevant unit groups within 812:***

**ENERGY PLANT OPERATIVES**

Job holders in this unit group operate boilers to produce hot water or steam and attend and operate compressors, turbines, electrical substations, switchboards and auxiliary plant and machinery to fuel nuclear reactors, drive blowers and pumps, electricity generators and other equipment.

**METAL WORKING MACHINE OPERATIVES**

Metal working machine operatives operate machines to cut, shape, abrade and otherwise machine metal, use hand and power tools to remove surplus metal and rough surfaces from castings, forgings or other metal parts, and clean, smooth and polish metal workpieces.

**PRINTING MACHINE ASSISTANTS**

Printing machine assistants set and operate letterpress, platen or cylinder, lithographic and photogravure printing machines, photocopiers, office printers, duplication machines and other reprographic equipment.

**PLANT AND MACHINE OPERATIVES N.E.C.**

Job holders in this unit group operate a variety of plant and machinery not elsewhere classified in Minor group 812: Plant and Machine Operatives.

***Examples of job titles***

Boilerman	Mechanical Engineer (Machinist)
Lithographic Machine Operator	Plant Attendant
Machine Operator	Print Room Supervisor
Maintenance Assistant (Machinery/Plant)	Printing Assistant

**813 - ASSEMBLERS AND ROUTINE OPERATIVES**

Assemblers and routine operatives perform routine tasks in the wiring of electrical and electronic equipment, assembly of prepared parts in the manufacture of vehicles, metal and other goods, inspect, test, sort, weigh and grade products, parts and materials, fit and repair tyres, exhausts and windscreens on motor vehicles, sew and embroider garments, and perform a variety of other routine assembly operations not elsewhere classified.

***Examples of job titles***

Assembler  
Assembly Operator

**814 - CONSTRUCTION OPERATIVES**

Construction operatives erect and dismantle scaffolding and working platforms, maintain tall structures, construct and maintain public highways and railway tracks, lay and repair underground piping systems, and perform a variety of tasks in relation to the construction, maintenance, repair and demolition of buildings.

***Relevant unit groups within 814:***

**CONSTRUCTION OPERATIVES N.E.C.**

Workers in this unit group operate insulating equipment, fix plasterboard or dry linings to ceilings and walls, help construct, maintain, repair and demolish buildings and clean and resurface eroded stonework, lay, join and examine pipe sections for drainage, gas, water or similar piping systems and carry out a variety of other construction operative tasks not elsewhere classified in Minor group 814: Construction Operatives.

### ***Examples of job titles***

Handyman  
Maintenance Assistant (Estates)  
Maintenance Officer (Estates)  
Production Assistant (Estates)

## **821 - ROAD TRANSPORT DRIVERS**

Road transport drivers collect, transport and deliver goods in Large Goods Vehicles, other lorries and vans, drive road passenger carrying vehicles, and instruct people learning to drive cars and light commercial vehicles.

### ***Relevant unit groups within 821:***

#### **LARGE GOODS VEHICLE DRIVERS**

Large Goods Vehicle (LGV) drivers (formerly HGV drivers), collect, transport and deliver goods in rigid vehicles over 7.5 tonnes, articulated lorries and lorries pulling trailers.

#### **VAN DRIVERS**

Van drivers collect, transport and deliver goods in vehicles up to 7.5 tonnes in weight.

#### **BUS AND COACH DRIVERS**

Bus and coach drivers drive road passenger-carrying vehicles such as buses, coaches and mini-buses.

#### **TAXI AND CAB DRIVERS AND CHAUFFEURS**

Taxi and cab drivers and chauffeurs drive motor cars for private individuals, government departments and industrial and commercial organisations, drive taxis for public hire, drive new cars to delivery points and drive motorcycles and other motor vehicles.

### ***Examples of job titles***

Bus Driver	Mini Bus Driver
Chauffeur	Porter-Driver
Driver	Van Driver
Lorry Driver	

## **822 - MOBILE MACHINE DRIVERS AND OPERATIVES**

Workers in this minor group drive and operate earth moving and surfacing equipment, cranes, power driven hoisting machinery, fork-lift trucks, tractor driven and other agricultural machinery, and operate other mobile machines not elsewhere classified.

### ***Relevant unit groups within 822:***

#### **MOBILE MACHINE DRIVERS AND OPERATIVES N.E.C.**

Job holders in this unit group supervise and undertake the operation of machines to transport, excavate, grade, level, and compact sand, earth, gravel and similar materials, drive piles into the

ground and lay surfaces of asphalt, concrete and chippings, and operate other mobile machines not elsewhere classified in Minor group 822: Mobile Machine Drivers and Operatives.

***Examples of job titles***

Excavator Driver  
Heavy Plant Operator  
Plant Operator (Building and Contracting)

**823 - OTHER DRIVERS AND TRANSPORT OPERATIVES**

Other drivers and transport operatives drive trains and trams, assist train drivers in the operation of passenger and goods trains, guide the movement of rail coaches in coal mines, sidings and marshalling yards, control the movement of rail traffic, monitor and inspect the operations of railways, perform deck duties and operate engines, boilers and mechanical equipment on board ships, assist in the boarding, fuelling, and movement of aircraft at airports, and perform other transport related tasks not elsewhere classified.

***Relevant unit groups within 823:***

**OTHER DRIVERS AND TRANSPORT OPERATIVES N.E.C.**

Jobholders in this unit group monitor the activities of bus drivers, conductors and other road transport depot drivers, undertake various tasks related to water transportation, and perform other transportation tasks not elsewhere classified in Minor group 823: Other Drivers and Transport Operatives.

***Examples of job titles***

Inspector (Transport)  
Light Vehicle Driver  
Transport Supervisor

**911 - ELEMENTARY AGRICULTURAL OCCUPATIONS**

Job holders in this minor group cultivate and harvest crops, breed and rear animals, catch and breed fish and other aquatic life and perform forestry and related tasks.

***Relevant unit groups within 911:***

**FARM WORKERS**

Farm workers perform a variety of tasks, by hand and machine, to produce and harvest crops and to breed and rear cattle, sheep, pigs and poultry.

**FORESTRY WORKERS**

Forestry workers perform a variety of tasks related to the planting, cultivation and protection of trees.

**FISHING AND OTHER ELEMENTARY AGRICULTURE OCCUPATIONS N.E.C.**

Job holders in this unit group perform a variety of tasks in relation to the breeding and rearing of animals and fish, catch fish at sea and from inland waterways, assist in the picking and lifting of crops, plant and maintain hedges, oversee the incubation and hatching of eggs and perform other fishing and elementary agricultural tasks not elsewhere classified in Minor group 911: Elementary Agricultural Occupations.

***Examples of job titles***

Agricultural Worker  
Arborist  
Estates Worker  
Farm Worker

Herdsman  
Horticultural Worker  
Labourer (Agricultural)  
Nursery Worker (Horticulture)

## **912 - ELEMENTARY CONSTRUCTION OCCUPATIONS**

Workers in this minor group assist the work of woodworking and building trades workers, electricians, plumbers, and painters and perform a variety of general labouring and construction tasks.

### ***Examples of job titles***

Building Worker  
General Assistant (Building Maintenance)  
Labourer  
Porter-Handyperson  
Works Assistant (Estates)

## **913 - ELEMENTARY PROCESS PLANT OCCUPATIONS**

Workers in this minor group clean metal goods, machinery and industrial premises, wrap, fill, label and seal containers by hand or machine and perform a variety of manual tasks in foundry, engineering and allied trades.

### ***Relevant unit groups within 913:***

#### **INDUSTRIAL CLEANING PROCESS OCCUPATIONS**

Job holders in this unit group clean manufactured goods, plant and machinery, and industrial, commercial and other premises.

#### **ELEMENTARY PROCESS PLANT OCCUPATIONS N.E.C.**

Jobholders in this unit group assist the work of machine operatives and perform a variety of manual tasks in foundries, engineering and allied trades and in other process and plant operations not elsewhere classified in Minor group 913: Elementary Process Plant Occupations.

### ***Examples of job titles***

Electrician's Mate  
Fitter's Mate  
Handyman (Engineering)  
Laboratory Cleaner  
Labourer (Engineering)

## **921 - ELEMENTARY ADMINISTRATION OCCUPATIONS**

Workers in this minor group collect, receive, sort and deliver mail, documents, correspondence or messages and perform a variety of elementary clerical tasks within offices.

### ***Relevant unit groups within 921:***

#### **POSTAL WORKERS, MAIL SORTERS, MESSENGERS AND COURIERS**

Workers in this unit group collect, receive, sort and deliver mail, documents, correspondence or messages, either between or within establishments.

#### **ELEMENTARY ADMINISTRATION OCCUPATIONS N.E.C.**

Workers in this unit group perform a variety of elementary clerical and administrative tasks within offices not elsewhere classified in Minor group: 921 Elementary Administration Occupations.

***Examples of job titles***

Courier	Photocopier Operator
General Assistant (Office Work, Postal Services)	Postal Clerk
Mailroom Assistant	Print Room Operator
Messenger	Reprographics Assistant
Office Worker	Scanning Assistant

**923 - ELEMENTARY CLEANING OCCUPATIONS**

Workers in this minor group clean windows, chimneys, roads and interiors of buildings, wash, dry and press household linen, clean carpets, curtains and similar articles, collect refuse from business and private premises, clean vehicles inside and out, and perform other elementary cleaning tasks not elsewhere classified.

***Relevant unit groups within 923:***

**STREET CLEANERS**

Workers in this unit group clean, sweep and remove refuse from public thoroughfares.

**CLEANERS AND DOMESTICS**

Cleaners and domestics clean interiors of private houses, shops, hotels, schools, offices and other buildings.

**LAUNDERERS, DRY CLEANERS AND PRESSERS**

Launderers, dry cleaners and pressers supervise and undertake the washing, dry cleaning, ironing and pressing of clothing, household and other linen, carpets, curtains and other articles.

***Examples of job titles***

Chambermaid	General Assistant (Cleaning, Housekeeping)
Cleaner	Laundry Worker
Cleaning Assistant	Road Sweeper
Domestic Assistant	Street Cleaner

**924 - ELEMENTARY SECURITY OCCUPATIONS**

Workers in this minor group protect individuals or property from injury, theft or damage, patrol areas to detect and prevent parking infringements, assist children in crossing roads, supervise the activities of school children during break and meal times, control the parking of vehicles in car parks, and perform other elementary security tasks not elsewhere classified.

***Relevant unit groups within 924:***

**SECURITY GUARDS AND RELATED OCCUPATIONS**

Workers in this unit group protect merchandise, individuals, hotels, offices, factories, public grounds and private estates from injury, theft or damage, and investigate fraud and crime on a non-statutory basis.

**PARKING AND CIVIL ENFORCEMENT OCCUPATIONS**

Job holders in this unit group patrol assigned areas to detect and prevent infringements of local parking regulations and control the parking of vehicles in public and private car parks.



## **ELEMENTARY SECURITY OCCUPATIONS N.E.C.**

Workers in this unit group perform a variety of elementary security occupations not elsewhere classified in Minor group 924: Elementary Security Occupations.

### ***Examples of job titles***

Car Park Attendant	Security Assistant
CCTV Monitoring Officer	Security Guard
Cloakroom Attendant	Security Officer
Gallery Invigilator	Security Porter
Museum Attendant	Security Team Leader

## **925 - ELEMENTARY SALES OCCUPATIONS**

Workers in this minor group remove and replace posters from hoardings, bill boards and other advertising spaces, replenish stocks of goods in retail establishments, collect and issue shopping trolleys and baskets, and perform other elementary sales related tasks.

### ***Relevant unit groups within 925:***

#### **SHELF FILLERS**

Shelf fillers receive incoming goods from storage, check them for damage and place them on the appropriate shelves in the store.

### ***Examples of job titles***

General Assistant/Cashier (Retail)

## **926 - ELEMENTARY STORAGE OCCUPATIONS**

Workers in this minor group load and unload cargo from ships, boats and barges, supply berthed ships with water, oil and fuel, load, unload and convey furniture, goods and other equipment in and around warehouses, depots and similar establishments, prepare requisitions or despatch documents of stocks held, accompany drivers of road vehicles, and perform other elementary goods handling and storage related tasks.

### ***Examples of job titles***

Porter (Goods Handling)  
Storekeeper  
Storeman  
Stores Supervisor  
Warehouse Assistant

## **927 - OTHER ELEMENTARY SERVICES OCCUPATIONS**

Workers in this minor group perform manual tasks to assist nursing and domestic staff in hospitals, perform a variety of cleaning, preparation, carrying and fetching tasks in kitchens, serves food, beverages and alcoholic drinks in catering, domestic and other establishments, assist in the operation of cinemas, theatres, amusement arcades, funfairs, theme parks and holiday camps, and perform other elementary personal service occupations not elsewhere classified.

### ***Relevant unit groups within 927:***

#### **KITCHEN AND CATERING ASSISTANTS**

Workers in this unit group assist in the preparation and service of food and beverages in restaurants, cafés and other eating establishments, and perform various cleaning, fetching and carrying tasks.

**WAITERS AND WAITRESSES**

Waiters and waitresses serve food and beverages in hotels, clubs, restaurants and other establishments.

**BAR STAFF**

Bar staff prepare, mix and serve alcoholic and non-alcoholic drinks and beverages at bars in public houses, hotels, clubs and other establishments.

**LEISURE AND THEME PARK ATTENDANTS**

Leisure and theme park attendants monitor the operation of amusement arcades, check tickets of entry to theatres and cinemas and show people to their seats, operate rides at funfairs and theme parks, and entertain and look after guests at holiday camps.

**OTHER ELEMENTARY SERVICES OCCUPATIONS N.E.C.**

Workers in this unit group perform a variety of elementary services occupations not elsewhere classified in Minor group 927: Other Elementary Services Occupations.

***Examples of job titles***

Bar Person	Kitchen Assistant
Cafe Assistant	Kitchen Porter
Canteen Assistant	Porter (Residential)
Catering Assistant	Restaurant Supervisor
Catering Supervisor	Supervisor (Bar)
Cinema Assistant	Usher
Hall Porter	Waiter/Waitress

## SECTION 3: CODING INDEX

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			Administrative Assistant	<b>415</b>	4A
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Academic Adviser	<b>231</b>	--	Administrative Assistant (Medical Practice)	<b>421</b>	4B
Academic Centre Secretary	<b>421</b>	4B	Administrative Manager	<b>416</b>	1
Academic Coordinator	<b>231</b>	--	Administrative Officer	<b>415</b>	4A
Academic Development Adviser	<b>231</b>	3B	Administrative Secretary	<b>421</b>	4B
Academic Group Secretary	<b>421</b>	4B	Administrator	<b>231</b>	2B
Academic Manager	<b>231</b>	2B	Administrator (Clerical)	<b>415</b>	4A
Academic Planner	<b>231</b>	2B	Administrator Special	<b>231</b>	2B
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Academic Secretary	<b>421</b>	4B	Admissions Assistant	<b>413</b>	4A
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Accommodation Bureau Assistant	<b>323</b>	3B	Admissions Director	<b>125</b>	--
Accommodation Manager	<b>122</b>	1	Admissions Officer	<b>413</b>	4A
Accommodation Officer	<b>323</b>	3B	Admissions Secretary	<b>421</b>	4A
Accommodation Services Manager	<b>122</b>	1	Admissions Tutor	<b>231</b>	2A
Accommodation Supervisor	<b>614</b>	6	Adult Education Organiser	<b>231</b>	--
Account Representative (Advertising)	<b>354</b>	3C	Advertising Creative Copywriter	<b>354</b>	--
Accountancy Assistant	<b>412</b>	4A	Advertising Manager	<b>247</b>	1
Accountant (Qualified)	<b>242</b>	2B	Advice Service Manager	<b>125</b>	--
Accountant (Unqualified)	<b>412</b>	4A	Advice Worker	<b>323</b>	3B
Accounts Payable Clerk	<b>412</b>	--	Adviser (Student Services)	<b>323</b>	3B
Accounts/ing Assistant	<b>412</b>	4A	Aerobics Instructor	<b>344</b>	3C
Accounts/ing Clerk	<b>412</b>	4A	Aeronautical Engineer (Professional)	<b>212</b>	2B
Accounts/ing Manager	<b>353</b>	1	Aerospace Systems Engineer	<b>212</b>	--
Accounts/ing Officer	<b>412</b>	4A	Affiliated Lecturer	<b>231</b>	2A
Accounts/ing Supervisor	<b>412</b>	4A	Agricultural Engineer	<b>212</b>	2A
Accreditation Adviser	<b>246</b>	3B	Agricultural Technician	<b>511</b>	--
Accreditation Officer	<b>246</b>	3B	Agricultural Worker	<b>911</b>	9
Acoustician (Professional)	<b>212</b>	--	Air Conditioning Engineer	<b>522</b>	5
Acquisitions Assistant	<b>413</b>	4A	Air Conditioning Engineer (Professional)	<b>212</b>	--
Actuary	<b>242</b>	2B	Alarm Engineer	<b>524</b>	5
Administration And Finance Assistant	<b>412</b>	4A	Allocations Officer	<b>413</b>	4A
Administration Assistant	<b>415</b>	4A	Allocations Secretary	<b>421</b>	4B
Administration Director	<b>113</b>	--	Alternating Hall Porter	<b>927</b>	9
Administration Manager	<b>416</b>	1	Alumni Assistant	<b>354</b>	3C
Administration Officer	<b>415</b>	4A			
Administration Secretary	<b>421</b>	4B			

Alumni Officer	354	3C	Assistant (Printing)	812	9
Alumni Relations Officer	354	3C	Assistant (Reprographics)	921	9
Anaesthetist (Academic)	221	2A	Assistant Academic Registrar	231	2B
Anaesthetist (Non academic)	221	2A	Assistant Accountant	412	4A
Analyst/Adviser (IT)	213	2B	Assistant Archivist	245	2B
Analyst/Programmer (IT)	213	2B	Assistant Bar Steward	927	9
Analytical Chemist (Academic)	211	2A	Assistant Buyer	354	3C
Analytical Chemist (Non Academic)	211	2B	Assistant Chef	543	5
Ancillary Sports Attendant	621	6	Assistant Computing Officer	313	3A
Ancillary Sports Hall Assistant	621	6	Assistant Cook	543	5
Ancillary Sports Hall Attendant	621	6	Assistant Dean (Academic)	231	2A
Animal Technician	613	6	Assistant Dean (Clergy)	244	2B
Annual Giving Officer	354	--	Assistant Director (Building and Contracting)	112	1
Anthropologist	211	2A	Assistant Director (Course, Studies)	231	2A
Applications Developer (IT)	213	2B	Assistant Domestic Supervisor	624	6
Applications Programmer (IT)	213	2B	Assistant Electrician	524	5
Applications Support Assistant (IT)	313	3A	Assistant Engineer (Fitter)	522	5
Applications Support Officer (IT)	313	3A	Assistant Faculty Administrator	231	2B
Appointments Administrator (Clerical)	413	4A	Assistant Finance Officer	412	4A
Appointments Administrator (Senior)	231	2A	Assistant Gardener	511	5
Arborist	911	9	Assistant Groundsperson	511	5
Archaeologist	211	2A	Assistant Group Secretary	421	4B
Architect (Computing)	213	--	Assistant Housekeeper	623	6
Architectural Assistant	312	3A	Assistant Human Resources Officer	356	3B
Architectural Technician	312	3A	Assistant Librarian	245	2B
Architectural Technologist	243	3A	Assistant Library Officer	413	4A
Archives Assistant	413	4A	Assistant Management Accountant (Unqualified)	412	4A
Archivist	245	2B	Assistant Nurse (Non Academic)	614	6
Art Gallery Attendant	924	9	Assistant Personnel Officer	356	3B
Art Model	341	3C	Assistant Principal	231	2A
Art Worker	342	--	Assistant Professor	231	--
Artist	341	3C	Assistant Psychologist (Academic)	221	2A
Arts Centre Coordinator	341	3C	Assistant Psychologist (Non Academic)	221	2B
Arts Centre Technician	341	3A	Assistant Purchasing Officer	354	3C
Arts Development Officer	341	3C	Assistant Registrar	231	2B
Arts Officer	341	3C	Assistant Registry	231	2B
Asbestos Manager	356	--	Assistant Safety Officer	356	3B
Assembler	813	8	Assistant Secretary (Clerical)	421	4A
Assembly Operator	813	8	Assistant Secretary (Senior Administrative)	231	2B
Assessments Clerk	413	4A	Assistant Security Supervisor	924	9
Assessments Officer	413	4A	Assistant Storekeeper	926	9
Assignment Clerk	413	4A	Assistant Student Housing Officer	323	3B
Assistant (Catering)	927	9			
Assistant (Clerical)	415	4A			

Assistant Supervisor (Building)	533	8	Bar Supervisor	927	9
Assistant Supervisor (Grounds)	511	5	Barista	927	--
Assistant Supervisor (Painting And Decorating)	533	5	Barman/Maid/Person	927	9
Assistant To The Director	421	4A	Barman/Porter	927	9
Assistant Treasurer	412	4A	Barperson	927	9
Assistant Warden	614	6	Bedder	923	9
Associate (Research)	211	2A	Bedel	924	2B
Associate Adviser (Student Services)	323	3B	Bibliographic Assistant	413	3C
Associate Dean	231	2A	Bibliographical Assistant	413	3C
Associate Dean (Enhancement)	231	2A	Bid Manager	113	--
Associate Dean (Operations)	231	2A	Binder's Assistant	542	5
Associate Dean (Research)	231	2A	Bindery Assistant	542	5
Associate Director (Course, Studies)	231	2A	Bindery Technician	812	5
Associate Fellow	231	2A	Biochemist	211	2A
Associate Head (Academic Department)	231	2A	Bioinformatics Support Officer	211	--
Associate Head Of Department (Academic Department)	231	2A	Biological Services Technician	311	3A
Associate Lecturer	231	2A	Biologist	211	2A
Associate Professor	231	--	Biomedical Engineer	212	--
Associate Teacher	231	2A	Boiler Attendant	812	8
Attendant (Catering)	927	9	Boiler Operative	812	8
Audio Typist	421	4B	Boiler Operator	812	8
Audio Visual Aids Technician	341	3C	Boilerman	812	8
Audio Visual Manager	341	--	Book Reprinting/Conservation Technician	542	5
Audio Visual Technician	341	3C	Bookbinder	542	5
Audiologist	221	3A	Booking Coordinator	413	4A
Audit Assistant	412	4A	Bookkeeper	412	4A
Auditor (Qualified)	242	2B	Booksewer	542	5
Author	341	3C	Bookshop Manager	119	--
Automobile Engineer (Mechanic)	523	5	Botanist	211	2A
Automobile Engineer (Professional)	212	2B	Box Office Assistant	412	4A
Auxiliary Plant Attendant	812	8	Box Office Clerk	412	4A
Auxiliary Security Officer	924	9	Box Office Manager	416	1
Awards And Ceremonies Adviser	231	3B	Box Office Operator	412	4A
Awards and Ceremonies Assistant	413	--	Broadcaster	341	3C
Bank Reconciliation Clerk	412	4A	Broadcasting Engineer (Electrician)	524	5
Bank Reconciliation Manager	353	4A	Broadcasting Engineer (Professional)	212	2B
Banqueting Manager	354	1	Builder (Building And Contracting)	531	5
Bar Assistant	927	9	Builder And Decorator	531	5
Bar Manager	543	1	Builder's Joiner	531	5
Bar Person	927	9	Builder's Labourer	912	9
Bar Staff	927	9	Building Attendant	623	6
Bar Steward	927	9	Building Cleaner	923	9
			Building Engineering Technician	311	3A
			Building Manager	112	1

Building Officer	531	5	Careers Officer	356	3B
Building Services Officer	311	3A	Caretaker	623	6
Building Services Technician	311	3A	Carpenter	531	5
Building Services Technician (Electrical)	311	3A	Carpenter/Joiner	531	5
Building Site Foreman	533	8	Cartographer	312	3A
Building Supervisor	533	8	Caseworker	323	3B
Building Surveyor	243	2B	Cash Office Clerk	412	4A
Building Technician	311	3A	Cashier (Clerk)	412	4A
Building Worker	912	9	Cashier (Retail Trade)	711	7
Bulldog	331	9	Cataloguer	413	4A
Bursar	231	2B	Cataloguer (Library)	413	4A
Bus Driver	821	8	Cataloguing Assistant	413	4A
Business Analyst	242	2B	Caterer	543	5
Business Continuity Manager	242	--	Catering Assistant	927	9
Business Development Adviser	354	3C	Catering Manager	543	1
Business Development Coordinator	354	3C	Catering Porter	927	9
Business Development Executive	354	3C	Catering Services Manager	122	1
Business Development Manager	354	1	Catering Supervisor	927	9
Business Development Officer	354	3C	CCTV Monitoring Officer	924	--
Business Information Manager	213	1	CCTV Officer	331	--
Business Liaison Adviser	354	3C	Centre Coordinator (Student Services)	323	3B
Business Liaison Officer	354	3C	Centre Manager (Leisure and Entertainment)	122	1
Business Manager	354	1	Centre Manager (Research)	215	2A
Business Systems Analyst	353	3B	Centre Manager (Student Services)	125	1
Buyer	354	3C	Centre Manager (Training)	125	1
Buying Coordinator	354	3C	Centre Secretary	421	4B
Cable Installation Engineer	524	--	Ceramics Engineer	212	5
CAD Technician	312	--	Ceramics Technician	311	5
Cafe Assistant	927	9	Certified Accountant	242	2B
Cafe Manager	122	--	Chair	231	2A
Campus Assistant	614	9	Chair (Psychology)	221	2A
Campus Patrol Officer	924	9	Chairman Of Faculty Board	231	2A
Campus Patrol Supervisor	924	9	Chairman Of The Degree Committee	231	2A
Campus Postperson	921	9	Chambermaid	923	9
Campus Warden	614	6	Chaplain	244	2B
Canteen Assistant	927	9	Chargehand Assembly Operator	813	8
Canteen Manager	543	1	Chargehand Gardener	511	5
Car Park Attendant	924	9	Chartered Accountant	242	2B
Carbon and Sustainability Officer	214	--	Chartered Librarian	245	2B
Cardiographer	321	3A	Chartered Physiotherapist	222	3A
Career Adviser	356	3B	Chartered Surveyor	243	2B
Career Consultant	356	3B	Chauffeur	821	8
Careers Adviser	356	3B	Check-Out Operator	711	7
Careers Advisor	356	3B	Chef	543	5
Careers Assistant	356	3B			

Chef De Partie	543	5	Cleaning Operative	923	9
Chef/Cook	543	5	Cleaning Supervisor	624	9
Chemist (Academic)	211	2A	Clergyman/Woman	244	2B
Chemist (Pharmacist)	221	2B	Clerical	415	4A
Chief Accounts Clerk	412	4A	Clerical and Related Administrator	415	4A
Chief Animal Technician	613	6	Clerical Assistant	415	4A
Chief Audio Visual Aids Technician	341	3C	Clerical Assistant (Library)	413	4A
Chief Building Services Technician	311	3A	Clerical Assistant (Photocopying)	921	9
Chief Catering Assistant	927	9	Clerical Assistant/Secretary	415	4A
Chief Clerk	416	4A	Clerical Assistant/Typist	415	4A
Chief Clerk (Accounts)	416	4A	Clerical Officer	415	4A
Chief Computer Officer	313	3A	Clerical Officer/Secretary	415	4A
Chief Computing Assistant	416	4A	Clerical/Secretarial Assistant	415	4A
Chief Computing Technician	313	3A	Clerical/Secretarial Staff	415	4A
Chief Custodian	924	9	Clerk	415	4A
Chief Electronics Workshop Technician	311	3A	Clerk (Accounts)	412	4A
Chief Executive (Student Services)	231	1	Clerk (Medical Records)	421	4B
Chief Glassblowing Technician	311	5	Clerk (Personnel)	413	4A
Chief Library Assistant	413	4A	Clerk (Student Records)	413	4A
Chief Mechanical Workshop Technician	311	3A	Clerk Of Works	243	1
Chief Museum Technician	311	3A	Clerk/Receptionist	415	4A
Chief Photographic Technician	341	3C	Clerk/Secretary	415	4A
Chief Research Laboratory Technician	311	3A	Clerk/Typist	415	4A
Chief Secretary	421	4B	Clerk-Typist	415	4A
Chief Technician	311	3A	Client Services Assistant	412	4A
Chief Technician (Building Services)	311	3A	Client Support Manager	722	1
Chief Technician (Engineering)	311	3A	Clinical Assistant	614	6
Chief Technician (IT Support)	313	3A	Clinical Demonstrator	231	2A
Chief Technician (IT)	313	3A	Clinical Engineer	212	--
Chief Technician (Laboratory)	311	3A	Clinical Fellow	221	2A
Chief Technician (Psychology)	311	3A	Clinical Lecturer	221	2A
Childcare Assistant	612	6	Clinical Physiologist	321	--
Childcare Manager	124	1	Clinical Project Coordinator	242	--
Cinema Assistant	927	--	Clinical Psychologist	221	2A
Civil Engineer (Professional)	212	--	Clinical Research Assistant	211	3A
Civil Engineering Technician	311	3A	Clinical Research Associate	211	2A
Cleaner	923	9	Clinical Senior Research Associate	211	2A
Cleaner (Halls)	923	9	Clinical Senior Research Fellow	221	2A
Cleaner (Housekeeping Assistant)	923	9	Clinical Technician	321	--
Cleaner/Porter	923	9	Clinical Trial Administrator	353	--
Cleaner-in-Charge	624	--	Clinical Trial Associate	311	--
Cleaning Assistant	923	9	Clinical Trials Coordinator (Academic)	242	2A
			Clinical Trials Coordinator (Non Academic)	242	2B
			Clinical Trials Monitor (Academic)	211	2A

Clinical Trials Monitor (Non Academic)	211	2B	Computer/ing Programmer	213	2B
Clinical Trials Officer (Academic)	242	2A	Computer/ing Scientist	213	2B
Clinical Trials Officer (Non Academic)	353	2B	Computer/ing Service Engineer	524	5
Clinical Tutor	231	2A	Computer/ing Service Technician	524	5
Cloakroom Attendant	924	--	Computer/ing Services Manager	213	1
Coach (Sports)	344	3C	Computer/ing Specialist	213	2B
Coach Driver	821	8	Computer/ing Support Officer	313	3A
Coffee Shop Assistant	927	9	Computer/ing Technician	313	3A
Collator (Printing)	542	5	Computer/ing Training Officer	356	3B
Collection Officer (Museum)	245	--	Concert Manager	122	1
Collections Assistant (Library)	413	--	Concert Officer	341	3C
College Administrator	231	--	Conference and Exhibition Organiser	354	--
College Lecturer	231	--	Conference Assistant	415	4A
College Porter	623	--	Conference Coordinator	354	3C
Commercial Accountant	412	4A	Conference Manager	354	1
Commercial Development Officer	354	3C	Conference Officer	354	3C
Commercial Manager	354	1	Configuration Manager (Computing)	313	--
Commercial Officer	354	3C	Conservator	245	2B
Commerical Development Manager	354	1	Construction Engineer (Professional)	212	--
Commissionaire	924	9	Construction Manager	112	1
Commissioning Engineer	311	3A	Consultant (Business)	242	2B
Communications Assistant	247	4B	Consultant (IT)	213	2B
Communications Director	113	--	Content Coordinator	313	--
Communications Manager (Public Relations)	247	--	Content Officer	213	--
Communications Officer	247	4B	Continuing Education Organiser	231	--
Communications Officer (Marketing)	354	--	Continuing Education Tutor	231	--
Communications Operator	721	4B	Contract Administrator	413	--
Communications Technician	524	5	Contract Officer (Building Construction)	353	--
Community Worker	323	3B	Contract Supervisor (Building Construction)	533	--
Compliance Manager	246	--	Contracts Engineer	311	3A
Compositor	542	5	Contracts Manager (Building And Contracting)	243	1
Computational Assistant	421	4A	Contracts Manager (Cleaning Services)	242	--
Computer Help Desk Worker	313	--	Contracts Manager (Security Services)	242	--
Computer/ing Assistant	421	4A	Contracts Officer	354	3C
Computer/ing Clerk	421	4A	Control Office Assistant	415	4A
Computer/ing Consultant	213	2B	Conversational Assistant	231	2A
Computer/ing Engineer	524	5	Cook	543	5
Computer/ing Maintenance Engineer	524	5	Cook In Charge	543	5
Computer/ing Manager	213	1	Cook-Housekeeper	623	6
Computer/ing Officer	313	3A	Coordinator (Careers)	356	3B
Computer/ing Operations Manager	213	1	Coordinator Of Studies	231	2B
Computer/ing Operator	421	3A			



Copywriter	341	3C	Customer Adviser	721	7
Cost Accountant (Qualified)	242	2B	Customer Adviser (Telephone)	721	--
Cost And Management Accountant (Qualified)	242	2B	Customer Care Adviser	721	7
Cost Clerk	412	4A	Customer Experience Manager	125	--
Counsellor	323	3B	Customer Liaison Assistant	721	7
Counsellor (Welfare Services)	323	3B	Customer Liaison Officer	721	7
Counter Assistant	711	7	Customer Relations Executive	721	--
Counterhand (Catering)	927	9	Customer Relations Manager	722	1
Courier	921	9	Customer Service Assistant (Retail)	711	--
Course Administration Assistant	413	4A	Customer Service Manager	722	1
Course Administrator	231	2B	Customer Services Assistant	721	7
Course Assistant (Clerical)	413	4A	Customer Services Manager	722	1
Course Assistant (Tutor)	231	2A	Customer Support Manager	722	--
Course Coordinator	231	2B	Darkroom Technician	542	5
Course Director	231	2A	Data Clerk	421	4A
Course Leader	231	2A	Data Communications Analyst	213	--
Course Management Secretary	421	4B	Data Entry Clerk	421	4A
Course Manager	231	2A	Data Inputter	421	--
Course Materials Production Assistant	413	4A	Data Manager	313	3A
Course Officer	413	4A	Data Preparation Clerk	421	4A
Course Organiser (Vocational)	413	3B	Data Preparation Operator	421	4A
Course Secretary	421	4B	Data Preparation Team Leader	416	--
Course Team Assistant (Clerical)	413	4A	Data Processing Assistant	421	4A
Course Team Assistant (Tutor)	231	2A	Data Processing Manager	213	1
Course Team Presentation Secretary	421	4B	Data Processor	421	4A
Course Tutor	231	2A	Data Services Manager	213	--
Craftsman (Building)	531	5	Data Warehouse Analyst	213	--
Craftsperson (Building)	531	5	Data Warehouse Manager	213	--
Creative Designer	342	--	Database Administrator	313	3A
Creche Assistant	612	6	Database Developer	213	--
Creche Supervisor	612	--	Database Manager	313	3A
Creche Worker	612	6	Deacon	244	2B
Credit Control Assistant	412	4A	Dean (Academic)	231	2A
Credit Control Clerk	412	4A	Dean (Clergy)	244	2B
Credit Controller	412	4A	Dean Of Faculty	231	2A
Credit Manager	353	1	Deanery Assistant (Clergy)	244	2B
Credit Supervisor	416	4A	Debt Adviser	323	--
Credit Transfer Adviser	412	4A	Decorator	532	5
Crime Prevention Officer	331	--	Delivery Driver	821	8
Crisis Support Worker	323	--	Demonstrator	231	2A
Curator	245	2B	Demonstrator/Technician	231	2A
Curatorial Assistant	245	4A	Dental Hygienist	321	3A
Curriculum Adviser	231	--	Dental Instructor	221	2A
Custodian	924	9	Dental Surgeon (Academic)	221	2A
			Dental Surgeon (Non Academic)	221	2B

Dental Technician	321	3A	Dining Room Supervisor	927	9
Dentist	221	2A	Director (Academic Department, Research Institute)	231	2A
Departmental Lecturer	231	2A	Director (Academic Registry)	231	2B
Departmental Secretary	421	4B	Director (Advertising)	113	1
Departmental Superintendent	311	6	Director (Building and Contracting)	112	1
Deputy Academic Registrar	231	2B	Director (Children's Nursery)	125	--
Deputy Chief Clerk	416	4A	Director (Cleaning)	113	--
Deputy Director (Course, Studies)	231	2A	Director (Conference Organisers)	113	--
Deputy Finance Officer	412	4A	Director (Corporate Hospitality)	113	--
Deputy Hall Manager	122	6	Director (Course, Studies)	231	2A
Deputy Head Chef	543	5	Director (Customer Services)	113	1
Deputy Head Of School	231	2A	Director (Estates)	125	1
Deputy Librarian	245	2B	Director (Finance)	113	1
Deputy Playgroup Leader	612	6	Director (IT)	113	1
Deputy Principal	231	2A	Director (Leisure And Entertainment)	122	1
Deputy Senior Clerk	415	4A	Director (Marketing, Business)	113	1
Deputy Site Supervisor	533	6	Director (Personnel)	113	1
Deputy Trades Foreman	525	5	Director (Public Relations)	113	1
Design Assistant	312	3A	Director (Research & Development)	113	1
Design Engineer	212	2B	Director (Security Services)	125	--
Design Manager (Research)	215	--	Director (Student Services)	125	1
Design Technician	312	--	Director (Theatre)	341	3C
Designer (Interior, Stage)	342	--	Director Of Development	113	1
Designer-Detailer	312	3A	Director Of Estates	125	1
Designer-Draughtsman	312	3A	Director Of Finance	113	1
Desktop Publisher	213	--	Director Of Human Resources	113	1
Development Assistant (Marketing)	354	3C	Director Of Information Services	113	1
Development Assistant (Sales)	354	3C	Director Of Personnel	113	1
Development Chemist	211	2A	Director Of Research	113	2A
Development Engineer	212	2B	Director Of Studies	231	2A
Development Manager (Personnel)	113	1	Directorate Assistant	415	4A
Development Officer (Arts)	341	3C	Director's Secretary	421	4B
Development Officer (Community)	323	3B	Disability Coordinator	244	--
Development Officer (Departmental)	354	3C	Disability Support Officer	323	3B
Development Officer (IT)	213	2B	Disability Support Worker	614	6
Development Officer (Marketing)	354	3C	Discipline Secretary	421	4B
Development Officer (Sales)	354	3C	Dish Washer	927	--
Development Officer (Student Services)	323	3B	Dispatch Rider	921	9
Diagnostic Radiographer (Medical Services)	221	3A	Distance Learning Administrator	231	2B
Digital Operator (Printing)	812	--	Distance Learning Administrator (Clerical)	413	4A
Dining Hall Assistant	927	9	Distribution Clerk	413	4A
Dining Room Assistant	927	9	Distribution Coordinator	413	4A
Dining Room Manager	543	--	Divisional Management Accountant	412	2B

Divisional Secretary	421	4B	Electrical Inspector	525	8
Doctor (Academic)	221	2A	Electrical Superintendent	525	--
Doctor (Non Academic)	221	2A	Electrical Supervisor	525	--
Doctor's Receptionist	421	4B	Electrical Technician	311	3A
Doctor's Secretary	421	4B	Electrician	524	5
Document Services Assistant	413	4A	Electrician's Mate	913	9
Domestic	923	9	Electron Microscope Technician	311	3A
Domestic Assistant	923	9	Electron Microscopist	311	3A
Domestic Bursar	122	1	Electron Microscopy Technician	311	3A
Domestic Cleaner	923	9	Electronic Engineer (Maintenance)	524	5
Domestic Manager	624	1	Electronic Engineer (Professional)	212	2B
Domestic Officer	624	9	Electronics Technician	311	3A
Domestic Porter	927	9	Electronics Workshop Technician	311	3A
Domestic Services Manager	624	1	Embryologist (Academic)	211	2A
Domestic Services Officer	624	6	Embryologist (Non Academic)	211	2B
Domestic Supervisor	624	6	Employability Adviser	356	3B
Door Keeper	924	9	Employer Liaison Assistant	356	3B
Drama Technician	341	--	Employer Liaison Officer	356	3B
Draughting Technician	312	3A	Employment Service Assistant	413	3B
Draughtsman	312	3A	Endowment Fellow	231	2A
Draughtsman-Engineer	312	3A	Energy Manager	214	1
Driver	821	8	Engineer (Mechanical)	522	8
Driver/Mechanic	821	8	Engineering Draughtsman	312	3A
Drug Safety Associate	211	--	Engineering Fitter	522	5
Duct Erector	812	8	Engineering Inspector	525	8
Duty Manager (Accommodation)	122	1	Engineering Manager	112	1
Duty Manager (Catering)	543	1	Engineering Services Technician	311	3A
Dyslexia Support Specialist	323	3B	Engineering Supervisor	525	2B
Early Years Centre Manager	231	1	Engineering Technician	311	3A
Early Years Worker	612	6	Engineer's Assistant	311	3A
Economist (Academic)	242	2A	Environmental Coordinator	214	5
Economist (Non Academic)	242	2B	Environmental Education Officer	214	--
Editor	247	3C	Environmental Manager	214	--
Editorial Assistant	341	3C	Environmental Officer	214	--
Education Adviser	356	3B	Environmental Technician	355	--
Education Liaison Officer	323	3B	Equal Opportunities Officer	356	3B
Education Officer	231	2B	E-Repositories Assistant	413	--
Education Officer (Museum, Gallery)	245	--	Estate Worker	911	9
Education Welfare Officer	323	3B	Estates Information Clerk	415	4A
Educational Interpreter	341	3C	Estates Manager	125	1
EEG Technician	321	--	Estates Porter	623	9
E-Learning Adviser	356	--	Estates Worker	911	9
Electrical Engineer (Maintenance)	524	5	European Coordinator	231	2B
Electrical Engineer (Professional)	212	2A	Events Assistant	354	3C
Electrical Fitter	524	5	Events Manager	354	1
			Examination Manager	231	2B

Examinations Administrator	231	2B	Filing Clerk	413	4A
Examinations Administrator (Clerical)	413	4A	Film Programmer	341	--
Examinations Assistant	413	4A	Finance Administration Manager	416	1
Examinations Clerk	413	4A	Finance Administrator	412	4A
Examinations Officer	231	2B	Finance Advisor	353	2B
Examinations Officer (Clerical)	413	4A	Finance Assistant	412	4A
Examiner	231	2B	Finance Assistant/Cashier	412	4A
Examiner (Examination Board)	231	2B	Finance Clerk	412	4A
Excavation Worker	822	8	Finance Director	113	1
Excavator Driver	822	8	Finance Manager	113	1
Executive Assistant	421	4B	Finance Office Supervisor	416	4A
Executive Course Coordinator	231	2B	Finance Officer	412	4A
Executive Officer	415	4A	Financial Accountancy Assistant	412	4A
Executive Officer (Personnel)	356	3B	Financial Accountant (Qualified)	242	2B
Executive Officer (Public Relations)	247	3C	Financial Administrator	412	4A
Exhibition Centre Attendant	621	9	Financial Assistant	412	4A
Exhibition Officer	354	3C	Financial Controller	353	2B
Expenses Clerk	412	4A	Financial Director	113	1
Expenses Manager	412	--	Finds Officer (Archaeology)	211	2A
Experimental Assistant	311	3A	Fine Art Technician	341	3C
Experimental Officer (Laboratory)	311	3A	Finishing Operative (Printing)	812	--
Facilities Coordinator	415	4A	Fire Alarm Technician	524	5
Facilities Manager (Estates)	125	1	Fire Extinguisher Engineer	522	--
Facilities Officer	415	4A	Fire Prevention Assistant	331	3B
Facilities Operative	921	4A	First Aid Assistance	614	6
Facilities Supervisor	416	4A	Fitness Attendant	344	3C
Faculty Administrative Officer	415	4A	Fitness Consultant	344	3C
Faculty Administrator	231	2B	Fitter	522	5
Faculty Information Consultant	245	2B	Fitter/Plumber	531	5
Faculty Liaison Officer	415	4A	Fitter's Mate	913	9
Faculty Librarian	245	2B	Fleet Engineer	523	--
Faculty Management Accountant (Qualified)	242	2B	Fleet Manager	116	--
Faculty Registrar	231	2B	Flexible Secretary	421	4B
Faculty Secretary	421	4B	Floating Secretary	421	4B
Faculty Support Assistant	415	4A	Folding Operator (Printing)	812	--
Faculty Teaching And Learning Coordinator	231	2B	Food and Beverage Manager	543	--
Farm Labourer	911	9	Food Preparation Assistant	927	9
Farm Manager	121	1	Food Scientist	212	--
Farm Worker	911	9	Food Service Supervisor	927	9
Farmer	511	5	Food Services Assistant	927	9
Fees Adviser	353	3B	Food Technician	311	--
Fellow (Research)	211	2A	Food Technologist (Academic)	212	2A
Fibreoptic Engineer (Professional)	212	--	Food Technologist (Non Academic)	212	2B
Field Trials Officer	211	--	Forecast Analyst	353	--
			Foreign Language Assistant	231	2A
			Foreman (Building Construction)	533	--

Foreman (Estates)	533	8	GIS Manager	211	--
Foreperson (Estates)	533	8	GIS Officer	211	--
Front Of House Manager	122	1	Glass Collector (Public House)	927	--
Fuel Engineer	212	2B	Glasswasher	927	9
Fund Officer	412	4A	Goods Assistant	413	4A
Funding Adviser (Student Services)	323	--	GP Practice Manager	124	--
Funding Manager	113	--	Graduate Assistant (Research)	211	2A
Funding Officer	412	3C	Graduate Assistant (Teaching)	231	2A
Fundraising Assistant	354	3C	Graduate Demonstrator	231	2A
Fundraising Manager	247	3C	Graduate Research Scholar	211	2A
Fundraising Officer	354	3C	Graduate Studies Officer	231	2B
Furniture and Equipment Officer	413	--	Grants Assistant	412	--
Gallery Assistant	621	--	Graphic Artist	342	3C
Gallery Attendant	924	9	Graphic Design Manager	125	--
Gallery Invigilator	924	9	Graphic Design Officer	342	3C
Gardener	511	5	Graphic Designer	342	3C
Gardener/Groundsperson	511	5	Graphical Services Assistant	342	3C
Gardeners And Grounds Staff	511	5	Graphics Assistant	342	3C
Gardening Manager	121	1	Graphics Technician	342	3C
Gas Service Engineer	531	5	Greenkeeper	511	5
General Assistant (Building Maintenance)	912	--	Groom	613	6
General Assistant (Catering)	927	9	Grounds Assistant	511	5
General Assistant (Cleaning)	923	9	Grounds Manager	121	1
General Assistant (Housekeeping)	923	9	Grounds Section Head	121	1
General Assistant (Leisure And Recreation)	927	9	Groundsman	511	5
General Assistant (Office Work)	921	9	Groundsperson	511	5
General Assistant (Postal Services)	921	9	Group Secretary	421	4B
General Assistant (Sports)	621	6	Hall Bursar	231	1
General Assistant/Cashier	925	7	Hall Handyman	814	9
General Assistant/Receptionist	921	4B	Hall Manager	122	1
General Builder	531	5	Hall Porter	927	9
General Building Craft Worker	531	5	Hall Secretary	421	4B
General Foreman (Estates)	533	8	Handyman	814	9
General Maintenance Craftsperson	531	5	Handyman (Engineering)	913	--
General Maintenance Porter	912	9	Handyperson	814	9
General Practitioner (Academic)	221	2A	Head Chef	543	5
General Practitioner (Non Academic)	221	2B	Head Cook	543	5
General Printer	542	5	Head Gardener	511	5
Genetic Technologist	211	--	Head Of Administration	231	2B
Geographer	211	2A	Head Of Department (Academic)	231	2A
Geological Technician	311	--	Head Of Faculty Administration	231	2B
Geologist	211	2A	Head Of Graduate School	231	2A
Geophysicist	211	2A	Head Of Internal Audit	242	2B
			Head Of Management Services	113	1
			Head Of Research	215	2A
			Head Of School	231	2A

Head Of Security	331	1	House Services Deputy Building Superintendent	623	6
Head Of Student Services	125	1	House Services Manager	125	1
Head Of Support Services	231	1	Household Domestic	923	9
Head Porter	623	6	Housekeeper	623	6
Head Storekeeper	926	9	Housekeeping Assistant	923	9
Head Waiter/Waitress	927	9	Housekeeping Supervisor	624	6
Health And Safety Manager	125	1	Housing Assistant	323	3B
Health And Safety Officer	356	3B	Housing Manager (Estates)	125	1
Health Education Specialist	221	--	Housing Officer	323	3B
Health Physics Monitor	311	3A	Human Resources Administrator	413	3B
Health Visitor	223	3A	Human Resources Adviser	356	3B
Healthcare Support Worker	614	--	Human Resources Adviser Personnel	356	3B
Heating Engineer	531	5	Human Resources Assistant	356	4A
Heavy Plant Operator	822	8	Human Resources Clerk	413	4A
Help Desk Analyst (IT)	313	3A	Human Resources Consultant	356	3B
Help Desk And Operational Support	313	3A	Human Resources Manager	113	1
Help Desk Assistant (IT)	313	3A	Human Resources Officer	356	3B
Help Desk Manager (Customer Services)	722	1	Human Resources/Personnel Adviser	356	3B
Help Desk Manager (IT)	213	1	Hydraulic Engineer (Professional)	212	2B
Help Desk Operator (IT)	313	3A	I & MT Officer	353	3A
Help Desk Supervisor	313	3A	IT Support Technician	313	3A
Helpdesk Administrator	313	--	Illustrator	341	3C
Helpline Information Officer (IT Support)	313	3A	Implementation Manager (Computing)	213	--
Helpline Operator (Computing)	313	3A	Income Administrator	412	4A
Herd Manager	511	5	Income Clerk	412	4A
Herdsmen	911	9	Income Section Clerk	412	4A
Higher Clerical Officer	415	4A	Industrial Designer	342	3C
Histology Technician	311	3A	Industrial Liaison Manager	113	1
Historian	211	2A	Industrial Liaison Officer	356	3B
Honorary Professor	231	2A	Industrial Relations Manager	113	1
Horticultural Technician	511	5	Industrial Relations Officer	356	3B
Horticultural Worker	911	9	Information Adviser (Student Services)	323	--
Horticulture Assistant	511	5	Information Analyst (IT)	213	2B
Horticulturist	511	5	Information and Advice Officer	323	--
Hospitality Manager	354	1	Information Assistant	415	4A
Hourly Paid Lecturer	231	2A	Information Assistant (Library)	413	4A
House Invigilator	415	4A	Information Assistant (Public Relations)	247	3C
House Manager (Accommodation)	122	1	Information Compliance Officer	242	--
House Manager (Leisure and Entertainment)	122	1	Information Consultant	245	2B
House Painter	532	5	Information Librarian	245	2B
House Porter	927	9	Information Manager	213	1
House Services Building Superintendent	623	6			

Information Manager (Research and Development)	215	--	IT Development Officer	213	2B
Information Officer (IT)	313	3A	IT Engineer	524	--
Information Officer (Library)	413	4A	IT Facilitator	213	3A
Information Officer (Public Relations)	247	3C	IT Helpline Support Officer	313	3A
Information Processor	421	4A	IT Manager	213	1
Information Resources Manager	245	1	IT Officer	313	3A
Information Security Officer	213	--	IT Security Analyst	213	--
Information Specialist (IT)	213	2B	IT Security Manager	213	--
Information Specialist (Librarian)	245	4A	IT Services Manager	213	--
Information Systems Development Officer	213	2B	IT Support Analyst	313	2B
Information Systems Manager	213	1	IT Support Assistant	313	3A
Information Systems Officer	313	3A	IT Support Officer	313	3A
Infrastructure Manager (Computing)	213	--	IT Support Provider	313	3A
Inserting Machine Operator	921	9	IT Support Technician	313	3A
Inspector (Electrical)	525	8	IT Systems Support Officer	313	3A
Inspector (Transport)	823	8	IT Team Leader	313	--
Institute Administrator	231	2B	IT Technician	313	3A
Institute Tutor Trainer	356	3B	IT Trainer	356	3B
Instructor (Vocational)	356	3B	IT Training Officer	356	3B
Instructor/Technician	231	3B	IT User Support Officer	313	3A
Instrument Maker	522	5	Janitor	623	6
Instrument Mechanic	522	5	Jobbing Assistant	912	9
Instrumental Music Teacher	231	--	Joiner	531	5
Insurance Coordinator	412	--	Junior Accounts Assistant	412	4A
Intellectual Property Manager	113	--	Junior Animal Technician	613	6
Interactive Media Designer	213	--	Junior Bindery Technician	812	5
Internal Auditor	412	4A	Junior Building Services Technician	311	3A
International Development Officer	354	3C	Junior Chef De Partie	543	5
International Liaison Officer	354	4A	Junior Clerical Assistant	415	4A
International Officer	354	4A	Junior Clerical Assistant (Library)	413	4A
International Student Adviser	323	--	Junior Computing Assistant	421	4A
Internet Manager	213	--	Junior Horticultural Technician	511	5
Interpreter	341	3C	Junior Library And Information Assistant	413	4A
Interviewer	721	4A	Junior Library Assistant	413	4A
Inventory Manager	116	--	Junior Mechanical Workshop Technician	311	3A
Investigational Officer	924	9	Junior Printing Technician	542	5
Invigilator	415	4A	Junior Research Fellow (Social Science)	211	2A
Invigilator/Shelver	413	4A	Junior Research Laboratory Technician	311	3A
IT Analyst	213	2B	Junior Secretarial Assistant	421	4B
IT Assistant	313	3A	Junior Secretary	421	4B
IT Auditor	213	--	Junior Stores Technician (Clerk)	413	4A
IT Coordinator	313	3A	Junior Stores Technician (Laboratory)	311	3A
IT Demonstrator	231	3B			

Keep Fit Teacher	344	3C	Learning Technology Development Officer	213	3B
Keeper (Archives)	245	2B	Lector	231	2A
Keeper (Art Gallery)	245	--	Lecturer	231	2A
Kindergarten Assistant	612	--	Lecturer (Dentistry)	221	2A
Kitchen Assistant	927	9	Lecturer/Senior Lecturer	231	2A
Kitchen Cleaner	923	9	Ledger Clerk	412	4A
Kitchen Porter	927	9	Legal Adviser	241	--
Knowledge Management Officer	353	--	Legal Secretary	421	4B
Knowledge Transfer Manager	242	--	Leisure Attendant	621	6
Knowledge Transfer Officer	242	--	Leisure Centre Manager	122	1
Laboratory Assistant	311	8	Liaison Librarian	245	2B
Laboratory Attendant	311	8	Librarian	245	2B
Laboratory Cleaner	913	9	Library Aide	413	4A
Laboratory Instructor	231	2A	Library And Information Assistant	413	4A
Laboratory Manager	215	1	Library Assistant	413	4A
Laboratory Superintendent	311	3A	Library Attendant	413	4A
Laboratory Supervisor	311	3A	Library Auxiliary	413	4A
Laboratory Technical Supervisor	311	3A	Library Clerical Assistant	413	4A
Laboratory Technician	311	3A	Library Clerk	413	4A
Laboratory Technician/Supervisor	311	3A	Library Counter Assistant	413	4A
Laboratory/Workshop Supervisor	311	3A	Library Invigilator	413	4A
Labourer	912	9	Library Manager	125	1
Labourer (Agricultural)	911	9	Library Messenger	921	9
Labourer (Building)	912	9	Library Porter	623	9
Labourer (Engineering)	913	9	Library Services Attendant	413	4A
Landscape Gardener	511	5	Library Shelver	413	4A
Landscape Services Assistant	511	5	Library Supervisor	413	4A
Language Assistant	231	2A	Licensee	122	1
Language Teaching Assistant	231	2A	Life Model	341	3C
Language Teaching Officer	231	2A	Lifeguard	621	6
Language Tutor	231	--	Lifelong Learning Facilitator	356	3B
Laser Engineer	212	--	Lifelong Learning Organiser	231	--
Laundry Assistant	923	9	Lifelong Learning Tutor	231	--
Laundry Supervisor	923	--	Light Vehicle Driver	823	8
Laundry Worker	923	9	Linen Keeper	926	9
Learning Development Coordinator	356	3B	Link Officer (Community)	323	3B
Learning Development Officer	356	3B	Link Officer (Research Development)	242	3C
Learning Resource Officer	413	3B	Lithographic Machine Operator	812	9
Learning Resources Adviser	413	3B	Lithographic Planner	542	5
Learning Resources Assistant	413	4A	Lithographic Plate Maker	542	5
Learning Resources Manager	245	1	Litigation Secretary	421	4B
Learning Support Assistant	614	3B	Lodge Administrator	415	9
Learning Support Coordinator	323	3B	Lodge Attendant	924	9
Learning Support Worker	614	3B	Logistics Director	116	--
Learning Technologist	213	--	Lorry Driver	821	8



Machine Fitter	522	5	Manager (Finance)	113	1
Machine Minder	542	9	Manager (Grounds)	121	1
Machine Operator	812	8	Manager (Horticulture)	121	1
Machine Operator (Office Work)	921	9	Manager (Hospitality)	354	1
Mail Manager (Postal Distribution Services)	113	--	Manager (IT)	213	1
Mail Operative	921	9	Manager (Leisure And Entertainment)	122	1
Mail Room Assistant/Messenger	921	9	Manager (Marketing, Business)	354	1
Mailroom Assistant	921	9	Manager (Office)	416	1
Maintenance Analyst (Computing)	313	--	Manager (Personnel)	113	1
Maintenance Assistant (Estates)	814	9	Manager (Research & Development)	215	1
Maintenance Assistant (Machinery/Plant)	812	8	Manager (Retail)	119	1
Maintenance Craftworker	531	5	Manager (Storage/Warehouse)	116	1
Maintenance Electrician	524	5	Manager (Student Services)	125	1
Maintenance Engineer	522	5	Manager's Personal Assistant	421	4B
Maintenance Fitter	522	5	Marine Engineer (Professional)	212	2B
Maintenance Foreman (Estates)	533	8	Market Development Manager	354	1
Maintenance Manager	522	1	Market Research Officer	354	3C
Maintenance Officer (Estates)	814	8	Market Researcher	354	3C
Maintenance Operator (Estates)	814	8	Marketing Assistant	415	4A
Maintenance Painter	532	5	Marketing Consultant	354	3C
Maintenance Staff (Estates)	814	9	Marketing Coordinator	354	3C
Maintenance Supervisor (Computer Service)	525	5	Marketing Manager	354	1
Maintenance Supervisor (Estates)	533	8	Marketing Officer	354	3C
Maintenance Technician	522	5	Marketing/Publicity Officer	354	3C
Maintenance Technician (Buildings)	531	--	Master Printer	542	5
Maintenance Worker (Estates)	814	9	Material Controller	413	4A
Maintenance Worker (Machinery/Plant)	812	8	Material Handler	913	9
Maintenance Worker (Plumbing/Heating)	814	5	Materials Scientist (Academic)	212	2A
Management Accountancy Assistant	412	4A	Materials Scientist (Non Academic)	212	2B
Management Accountancy Clerk	412	4A	Materials Technician	311	3A
Management Accountant (Qualified)	242	2B	Mathematician	242	2A
Management Accountant (Unqualified)	412	4A	Mechanical Engineer (Machinist)	812	8
Management Consultant	242	2B	Mechanical Engineer (Professional)	212	2B
Management Information Officer	353	3B	Mechanical Fitter	522	5
Management Services Officer	242	2B	Mechanical Superintendent	525	--
Manager (Accommodation)	122	1	Mechanical Technician	311	3A
Manager (Agriculture)	121	1	Mechanical Workshop Technician	311	3A
Manager (Building and Contracting)	112	1	Mechanic-Fitter	522	5
Manager (Conferencing)	354	1	Mechatronics Engineer	212	--
Manager (Estates)	125	1	Media Buyer	354	3C
			Media Director	113	1
			Media Programmer	354	3C
			Media Relations Officer	247	3C
			Media Resources Technician	341	3C

Media Technician	341	3C	Multimedia Courseware Developer	213	2B
Medical Artist	341	3C	Multimedia Developer	213	3C
Medical Laboratory Assistant	311	3A	Multimedia Development Officer	213	3C
Medical Laboratory Scientific Officer (Academic)	211	2A	Multimedia Manager	213	1
Medical Laboratory Scientific Officer (Non Academic)	211	2B	Multimedia Producer	341	3C
Medical Officer (Academic)	221	2A	Multimedia Specialist	213	--
Medical Officer (Non Academic)	221	2B	Museum Attendant	924	9
Medical Practitioner (Academic)	221	2A	Museum Conservation Officer	245	--
Medical Practitioner (Non Academic)	221	2B	Museum Education Assistant	621	--
Medical Radiographer	221	3A	Museum Invigilator	924	9
Medical Receptionist	421	4B	Museum Technician	311	3A
Medical Secretary	421	4B	Musician	341	3C
Medical Statistician (Academic)	242	2A	Netskills Internet Trainer	356	3B
Medical Statistician (Non Academic)	242	2B	Network And Systems Administrator	313	3A
Medical Technical Officer	321	3A	Network Architect	213	--
Medical Writer	341	--	Network Engineer (Development)	213	2B
Membership Administrator (Marketing)	354	--	Network Engineer (Installation and Repair)	524	5
Mental Health Adviser	323	--	Network Manager	213	1
Mental Health Support Worker	614	--	Network Officer	313	3A
Merchandise Manager	354	1	Network Specialist	213	--
Messenger	921	9	Network Support Officer	313	3A
Metallurgist	212	2A	Network Technician	313	3A
Meteorologist	211	2A	News Editor (Newspaper)	247	3C
Metrologist	311	3A	Night Watcher	924	9
Microbiologist	211	2A	Notetaker (Clerical Staff)	415	4A
Microwave Engineer	212	2B	Nurse (Non Academic)	223	3A
Midwife (Academic)	223	2A	Nurse Tutor (Academic)	223	2A
Midwife (Non Academic)	223	3A	Nursery Assistant	612	6
Midwifery Lecturer	231	2A	Nursery Assistant (Horticultural Nursery)	511	--
Midwifery Sister (Academic)	223	2A	Nursery Manager (Day Nursery)	231	1
Midwifery Sister (Non Academic)	223	3A	Nursery Nurse	612	6
Mini Bus Driver	821	8	Nursery Nurse/Attendant	612	6
Minister (Religion)	244	2B	Nursery Officer	612	6
MIS Manager	213	1	Nursery Supervisor	612	6
MIS Officer	313	3A	Nursery Worker (Horticulture)	911	9
Model	341	3C	Nursing Lecturer	231	2A
Modern Language Assistant	231	2A	Nursing Officer (Academic)	223	2A
Modern Language Teaching Assistant	231	2A	Nursing Officer (Non Academic)	223	3A
Module Convenor	231	--	Nursing Sister (Academic)	223	2A
MRC Clinical Research Training Fellow	221	2A	Nursing Sister (Non Academic)	223	3A
Multimedia Coordinator	341	3C	Occupational Health Adviser	221	--
			Occupational Health Nurse	223	--
			Occupational Health Nurse (Non Academic)	223	3A

Occupational Hygienist	356	3B	Payments Clerk	412	4A
Occupational Therapy Helper	614	6	Payroll Assistant	412	4A
Office Administrator	415	4A	Payroll Clerk	412	4A
Office Assistant	415	4A	Payroll Manager	412	1
Office Cashier	412	--	Payroll Officer	412	4A
Office Coordinator	415	4A	Payroll Supervisor	412	4A
Office Junior	921	9	PC Support Assistant	313	3A
Office Machinery Mechanic	524	5	PC Support Officer	313	3A
Office Manager	416	1	Pensions Administrator	413	4A
Office Services Assistant	524	5	Pensions Assistant	413	4A
Office Services Manager	416	1	Pensions Clerk	413	4A
Office Supervisor	416	4A	Pensions Manager	353	--
Office Support Assistant	415	4A	Performer	341	3C
Office Worker	921	9	Periodontist (Academic)	221	2A
Officer (Police)	331	--	Periodontist (Non Academic)	221	2A
Operations Assistant (Broadcasting)	341	3C	Personal Assistant	421	4B
Operations Assistant (Clerical)	415	4A	Personal Assistant/Secretary	421	4B
Operations Controller (IT)	313	3A	Personal Chair	231	2A
Operations Manager			Personal Managerial Assistant	421	4B
(Construction And Maintenance)	112	1	Personal Secretary	421	4B
Operations Manager (Gas, Water and Heat Supply)	112	1	Personal Support Worker	614	6
Operations Manager (Security Services)	331	1	Personnel Administrator	413	3B
Optical Technician	522	5	Personnel Assistant	356	3B
Optician (Academic)	221	2A	Personnel Manager	113	1
Optician (Non Academic)	221	2B	Personnel Officer	356	3B
Orthodontist (Academic)	221	2A	PGCE Curriculum Tutor	231	2A
Orthodontist (Non Academic)	221	2B	Pharmacist (Academic)	221	2A
Orthodontist (Non Academic)	221	2B	Pharmacist (Non Academic)	221	2B
Outreach Coordinator	323	3B	Pharmacovigilance Associate	221	--
Outreach Research Sister	223	3A	Pharmacy Technician	321	3A
Painter	532	5	Philologist	211	2A
Painter And Decorator	532	5	Photo Laboratory Technician	812	--
Paper Keeper	921	9	Photocopier Operator	921	9
Parking Attendant	924	9	Photocopying Assistant	921	9
Parking Manager	125	--	Photographer	341	3C
Partnership Manager	231	1	Photographic Studio Technician	341	3C
Partnership Officer	354	3C	Photographic Technician	341	3C
Parts Manager	413	1	Physical Chemist	211	2A
PA-Secretary	421	--	Physician (Academic)	221	2A
Paste-Up Artist	542	5	Physician (Non Academic)	221	2B
Pastoral Assistant	323	--	Physicist	211	2A
Pathologist (Academic)	211	2A	Physiotherapist	222	3A
Pathologist (Non Academic)	211	2B	Picture Restorer	341	3C
Patrolman	924	9	Placement Administrator	356	3B
Payments Assistant	412	4A	Placement Coordinator	356	3B
			Placement Officer	356	3B

Placements Officer	356	3B	Post-Doctoral Research Fellow (Science)	211	2A
Planning Assistant	353	3B	Post-Doctoral Research Fellow (Social Science)	211	2A
Planning Officer	353	3B	Postgraduate Secretary	421	4B
Plant Attendant	812	8	Postman/Woman	921	9
Plant Breeder	211	--	Poultry Worker	911	9
Plant Fitter	522	5	Power Engineer	212	2B
Plant Operator	822	8	Power Transmission Engineer	212	2B
Plant Operator (Building And Contracting)	822	8	Power Worker	812	8
Play Leader	612	6	PR Assistant	247	--
Playgroup Assistant	612	6	Practice Manager	416	1
Playgroup Leader	612	6	Practice Nurse (Academic)	223	2A
Plumber	531	5	Practice Nurse (Non Academic)	223	3A
Plumbing And Heating Engineer	531	5	Precision Engineer	522	5
Plumbing/Heating And Ventilation Engineer	531	5	Pre-Press Technician	542	--
Police Community Support Officer	331	--	Press Officer	247	3C
Police Constable	331	3B	Priest	244	2B
Porter (Goods Handling)	926	9	Principal (Academic)	231	2A
Porter (Residential)	927	9	Principal Accounts Clerk	412	4A
Porter Custodian	924	9	Principal Assistant Registry	231	2B
Porter Security	924	9	Principal Building Services Technician	311	3A
Porter-Caretaker	623	6	Principal Clerk	415	4A
Porter-Cleaner	923	9	Principal Clerk (Accounts)	412	4A
Porter-Driver	821	8	Principal Computer Officer	313	3A
Porter-Handyperson	912	9	Principal Computing Officer	313	3A
Portering Manager	113	1	Principal Draughting Technician	312	3A
Porter-Receptionist	927	9	Principal Experimental Officer	311	3A
Post Clerk	921	9	Principal Lecturer	231	2A
Post Office Clerk	412	4A	Principal Library Assistant	413	4A
Post Room Operative	921	--	Principal Officer (Academic)	231	2A
Postal Assistant	921	9	Principal Officer (Clerical)	415	4A
Postal Clerk	921	9	Principal Officer (Senior Administrative)	231	2B
Postal Services Clerk	921	9	Principal Porter	623	6
Postal Services Officer	412	9	Principal Project Engineer	212	2B
Postal Worker	921	9	Principal Research Fellow	211	2A
Post-Doctoral Fellow	231	2A	Principal Research Fellow (Science)	211	2A
Post-Doctoral Fellowship	231	2A	Principal Research Fellow (Social Science)	211	2A
Post-Doctoral Research Assistant (Science)	211	2A	Principal Research Officer	211	2A
Post-Doctoral Research Assistant (Social Science)	211	2A	Principal Research Officer (Science)	211	2A
Post-Doctoral Research Associate	211	2A	Principal Research Officer (Social Science)	211	2A
Post-Doctoral Research Associate (Science)	211	2A	Principal Research Scientist	211	2A
Post-Doctoral Research Associate (Social Science)	211	2A	Principal Scientific Officer	211	2A
Post-Doctoral Research Fellow	211	2A			

Principal Secretary	421	4B	Professor Of Medicine	221	2A
Principal Security Assistant	924	9	Professorial Fellow	231	--
Principal Teaching Fellow	231	2A	Professorial Research Fellow	211	2A
Principal Technical Officer (Mechanical Engineering)	212	2A	Programme Administrator	231	2B
Principal Technician	311	3A	Programme Assistant	413	4A
Principal Technician (Audio- Visual)	341	3C	Programme Coordinator (Academic Programme)	231	2B
Principal Technician (Building Services)	311	3A	Programme Director (Academic Programme)	231	2A
Principal Technician (Engineering)	311	3A	Programme Leader (Academic Programme)	231	2A
Principal Technician (IT)	313	3A	Programme Manager (Academic Programme)	231	2A
Principal Technician (Laboratory)	311	3A	Programme Manager (IT)	213	1
Print Finisher	542	5	Programme Secretary	421	4B
Print Originator	542	--	Programme Tutor	231	2A
Print Production Staff	812	9	Programmer (Computer)	213	2B
Print Room Assistant	812	9	Programmer/Analyst	213	2B
Print Room Operator	921	9	Programming Adviser	213	2B
Print Room Supervisor	812	9	Progress Chaser	413	4A
Printer	542	5	Project Administrator (Academic Registry)	231	2B
Printer's Assistant	812	9	Project Administrator (Admin, Business, Finance)	353	--
Printing Assistant	812	9	Project Administrator (Community Work)	323	3B
Printing Director	112	--	Project And Research Officer (Academic)	211	2A
Printing Machine Minder	542	--	Project Assistant (Academic)	353	2A
Printing Machine Operator	812	9	Project Assistant (Clerical)	415	4A
Printing Manager	542	--	Project Assistant (HR)	356	3B
Printing Technician	542	5	Project Assistant (IT)	313	3A
Process Administrator	415	3B	Project Assistant (Marketing)	415	4A
Process Manager	113	1	Project Assistant (Student Services)	323	3B
Proctor	231	2B	Project Coordinator (Construction)	311	3A
Procurement Manager	113	1	Project Coordinator (IT)	313	2B
Procurement Officer	354	3C	Project Coordinator (Marketing)	354	3C
Producer	341	3C	Project Coordinator (Student Services)	323	3B
Product Manager	354	1	Project Engineer	212	2A
Production Assistant (Broadcasting)	341	3C	Project Executive (Marketing)	354	3C
Production Assistant (Clerk)	413	4A	Project Leader (IT)	213	3A
Production Assistant (Estates)	814	8	Project Manager (Admin, Business, Finance)	242	--
Production Manager (Broadcasting)	125	1	Project Manager (Building Construction)	243	--
Production Manager (Plant And Machinery)	112	1	Project Manager (IT)	213	1
Professional Tutor	231	2A	Project Manager (Plant and Machinery)	212	1
Professor	231	2A	Project Officer (Academic)	211	2A
Professor (Dentistry)	221	2A			
Professor (Medicine, Surgery)	221	2A			
Professor (Personal Chair)	231	2A			
Professor (Psychology)	221	2A			
Professor Associate	231	2A			

Project Officer (Clerical)	415	4A	Quality Analyst (Computing)	213	--
Project Officer (HR)	356	3B	Quality Assurance Administrator	413	4A
Project Officer (IT)	213	2B	Quality Assurance Officer	246	4A
Project Officer (IT)	213	3A	Quality Evaluation Officer	246	4A
Project Officer (Marketing)	354	4A	Quality Management Officer	246	4A
Project Officer (Research)	211	2A	Quality Manager (Computing)	213	--
Project Officer (Student Services)	323	3B	Quality Officer	246	4A
Project Secretary	421	4B	Quantity Surveyor	243	2B
Project Support Officer	353	--	Quantity Surveyor's Assistant	243	2B
Project Worker (Student Services)	323	3B	Quiet Monitor/Shelver	413	4A
Projectionist	341	--	Radar Engineer (Academic)	212	2A
Projects Coordinator (Admin, Business, Finance)	353	--	Radar Engineer (Non Academic)	212	2A
Projects Coordinator (Community, Youth Work)	323	--	Radio Engineer (Academic)	212	2A
Projects Officer (IT)	213	2B	Radio Engineer (Non Academic)	212	2A
Propagator	511	5	Radio Operator	721	4B
Property Manager	125	1	Radio Telephone Operator	721	4B
Pro-Vice-Chancellor	231	2A	Radiographer	221	3A
PSV Driver	821	8	Reader	231	2A
Psychiatrist (Academic)	221	2A	Reader Services Supervisor	413	4A
Psychiatrist (Non Academic)	221	2B	Reception Manager	421	--
Psycho-Analyst (Academic)	221	2A	Reception Officer	421	4B
Psycho-Analyst (Non Academic)	221	2B	Reception Porter	927	9
Psychologist (Academic)	221	2A	Reception Services Assistant	421	4B
Psychologist (Non Academic)	221	2B	Reception Services Coordinator	421	4B
Psychometrist (Academic)	221	2A	Reception Supervisor	421	4B
Psychometrist (Non Academic)	221	2B	Receptionist	421	4B
Psychotherapist	222	3A	Receptionist/Cashier	412	4B
Pub Manager	122	--	Receptionist/Clerical Assistant	421	4B
Public Affairs Officer	247	--	Receptionist/Clerk	421	4B
Public Relations Consultant	247	3C	Receptionist/Secretary	421	4B
Public Relations Manager	247	1	Receptionist/Telephonist	421	4B
Public Relations Officer	247	3C	Receptionist/Typist	421	4B
Publican	122	1	Recognised Teacher	231	2A
Publications Assistant	247	3C	Records Clerk	413	4A
Publications Officer	247	3C	Recreation Assistant	621	6
Publicity Assistant	247	3C	Recreation Supervisor	621	6
Publicity Manager	247	1	Recruitment Administration	413	3B
Publisher's Manager	125	1	Recruitment Assistant	356	3B
Purchase Ledger Assistant	412	4A	Recruitment Consultant	356	3B
Purchase Ledger Clerk	412	4A	Recruitment Officer	356	3B
Purchasing Assistant	413	4A	Recruitment Support Officer	356	3B
Purchasing Director	113	1	Recycling Officer	356	--
Purchasing Manager	113	1	Refreshment Assistant	927	9
Purchasing Officer	354	3C	Refrigeration Service Engineer	522	--
Quality Analyst	311	--	Regional Director (Course, Studies)	231	2A

Registrar (Academic)	231	2B	Research Chemist	211	2A
Registrar (Financial)	113	1	Research Contracts Manager	242	1
Registrar (Medical)	221	2B	Research Coordinator	353	2A
Registration Adviser	323	3B	Research Degrees Adviser	231	2B
Registration Assistant	415	4A	Research Development Manager	215	--
Registry Administrator	231	2B	Research Development Officer	242	3C
Registry Administrator (Clerical)	413	4A	Research Director	113	--
Registry Assistant	413	4A	Research Engineer (Mechanical Engineering)	212	2A
Registry Manager	416	1	Research Fellow	211	2A
Regulatory Affairs Analyst	246	--	Research Fellow (Clinical)	221	2A
Reprographic Assistant	921	9	Research Fellow (Electronic Engineering)	212	2A
Reprographic Technician	921	5	Research Fellow (Mechanical Engineering)	212	2A
Reprographics Assistant	921	9	Research Fellow (Science)	211	2A
Reprographics Clerk	415	9	Research Fellow (Social Science)	211	2A
Reprographics Supervisor	416	9	Research Funding Officer	242	--
Research Administrator (Academic)	231	2A	Research Grants Assistant	412	4A
Research Administrator (Non Academic)	231	2B	Research Health Visitor	223	3A
Research Assistant	211	2A	Research Interviewer	721	4A
Research Assistant (Biological/Biochemical)	211	2A	Research Laboratory Technician	311	3A
Research Assistant (Chemical)	211	2A	Research Lecturer	231	2A
Research Assistant (Electronic Engineering)	212	2A	Research Manager	215	1
Research Assistant (Laboratory)	311	3A	Research Midwife (Academic)	223	2A
Research Assistant (Mechanical Engineering)	212	2A	Research Nurse (Academic)	223	2A
Research Assistant (Physical Sciences)	211	2A	Research Officer	211	2A
Research Assistant (Science)	211	2A	Research Officer (Biological/Biochemical)	211	2A
Research Assistant (Social Science)	211	2A	Research Officer (Electrical Engineering)	212	2A
Research Associate	211	2A	Research Officer (Electronic Engineering)	212	2A
Research Associate (Biological/Biochemical)	211	2A	Research Officer (Marketing)	354	3C
Research Associate (Chemical)	211	2A	Research Officer (Mechanical Engineering)	212	2A
Research Associate (Electrical Engineering)	212	2A	Research Officer (Medical)	311	3A
Research Associate (Electronic Engineering)	212	2A	Research Officer (Physical Sciences)	211	2A
Research Associate (Mechanical Engineering)	212	2A	Research Officer (Science)	211	2A
Research Associate (Medical)	211	2A	Research Officer (Social Science)	211	2A
Research Associate (Physical Sciences)	211	2A	Research Professor	231	2A
Research Associate (Science)	211	2A	Research Project Assistant	353	2A
Research Associate (Social Science)	211	2A	Research Project Assistant (Social Science)	353	2A
Research Business Manager	215	1	Research Psychologist	221	--
Research Centre Secretary	421	4B	Research Scientist	211	2A
			Research Secretary	421	4B
			Research Services Officer	242	2B

Research Sister	223	3A	Salaries Clerk	412	4A
Research Statistician	242	2A	Sales Account Officer	354	4A
Research Support Officer	242	2B	Sales Administration Assistant	415	--
Research Technician	242	3A	Sales And Marketing Director	113	1
Research Technician (Engineering)	311	3A	Sales Assistant	711	7
Research Technician (Laboratory)	311	3A	Sales Coordinator	415	3C
Researcher	211	2A	Sales Estimator	353	--
Researcher (Broadcasting)	242	2A	Sales Ledger Assistant	412	4A
Researcher (Science)	211	2A	Sales Ledger Clerk	412	4A
Researcher (Social Science)	211	2A	Sales Manager	354	1
Reservations Adviser	721	3B	Sales Officer	354	3C
Reservations Coordinator	721	4A	SAP Analyst/Programmer	213	--
Residences Assistant	614	6	SAP Technical Manager	213	--
Residences Duty Officer	614	6	Scanning Assistant	921	--
Residences Manager	122	1	Scheme Administrator	231	2B
Residences Officer	323	6	Scholarships Officer	412	--
Resident General Maintenance	814	9	School Accountant	412	4A
Resident Tutor	231	--	School Administrator	231	4A
Resident Warden	614	6	School And College Liaison Officer	323	3B
Residential Manager	122	1	Schoolkeeper	623	6
Resource Center Assistant (IT)	313	3A	Schools Liaison Assistant	323	3B
Resource Center Assistant (Library)	413	4A	Schools Liaison Officer	323	3B
Resource Centre Accountant	412	4A	Science Technician	311	3A
Resources Manager	113	1	Scientific Assistant	311	3A
Resources Officer (Library)	413	--	Scientific Officer (Academic)	211	2A
Resources Planning Officer	353	3C	Scientific Officer (Non Academic)	211	2B
Restaurant Cashier	711	7	Scientist	211	2A
Restaurant Manager	122	1	Scientist (Biomedical)	211	--
Restaurant Supervisor	927	9	Scout	923	9
Restaurant Waiter	927	--	Secretarial Assistant	421	4B
Restaurateur	122	1	Secretarial/Clerical Assistant	421	4B
Retail Assistant	711	7	Secretary	421	4B
Retail Manager	119	1	Secretary In General Practice	421	4B
Retail Section Supervisor	713	7	Secretary of the Department	421	4B
Retail Supervisor	713	7	Secretary of the Faculty Board	415	4B
Rights Assistant	412	4A	Secretary of the School	421	4B
Rights Officer (Publishing)	412	--	Secretary of/to the Council (Clerical)	415	4B
Road Sweeper	923	9	Secretary of/to the Council (Senior Administrative)	231	2B
Room Assistant	923	9	Secretary of/to the Court (Clerical)	415	4B
Room Attendant	923	9	Secretary of/to the Court (Senior Administrative)	231	2B
Room Booking Assistant	413	4A	Secretary of/to the Degree Committee (Clerical)	415	4B
Room Booking Clerk	413	4A	Secretary of/to the Degree Committee (Senior Administrative)	231	2B
Safety Adviser	356	3B			
Safety Officer	356	3B			
Salaried Principal	231	2A			



Secretary of/to the Faculty Board (Clerical)	415	4B	Senior Analyst/Adviser	213	2B
Secretary of/to the Faculty Board (Senior Administrative)	231	2B	Senior Animal Technician	613	6
Secretary of/to the Governors (Clerical)	415	4B	Senior Architectural Assistant	312	3A
Secretary of/to the Governors (Senior Administrative)	231	2B	Senior Assistant (Catering)	927	9
Secretary of/to the Senate (Clerical)	415	4B	Senior Assistant (Housekeeping)	923	9
Secretary of/to the Senate (Senior Administrative)	231	2B	Senior Assistant Building Officer	531	5
Secretary to Academic Staff	421	4B	Senior Assistant Gardener	511	5
Secretary to Dean	421	4B	Senior Assistant In Research	211	2A
Secretary to Regional Academic Staff	421	4B	Senior Assistant Keeper (Archives)	245	2B
Secretary to The Director	421	4B	Senior Assistant Management Accountant	412	4A
Secretary/Administrator	421	4B	Senior Assistant Registrar	231	2B
Secretary/Clerical Assistant	421	4B	Senior Assistant Schoolkeeper	623	6
Secretary/Clerical Officer	421	4B	Senior Assistant Secretary	421	4A
Secretary/Clerk	421	4B	Senior Assistant Treasurer	412	4A
Secretary/Clerk Personnel	421	4B	Senior Audio Visual Aids Technician	341	3C
Secretary/Clerk/Typist	421	4B	Senior Building Services Technician	311	3A
Secretary/Personal Assistant	421	4B	Senior Careers Adviser	356	3B
Secretary/Receptionist	421	4B	Senior Cashier	412	7
Secretary/Typist	421	4B	Senior Catering Assistant	927	9
Section Secretary	421	4B	Senior Chef De Partie/Tournant Chef	543	5
Security Assistant	924	9	Senior Chief Building Services Technician	311	3A
Security Controller	924	9	Senior Chief Electronics Workshop Technician	311	3A
Security Guard	924	9	Senior Chief Mechanical Workshop Technician	311	3A
Security Manager	331	1	Senior Chief Research Laboratory Technician	311	3A
Security Officer	924	9	Senior Cleaner	923	9
Security Officer/Porter	924	9	Senior Cleaning Supervisor	624	9
Security Operatives Room Controller	924	9	Senior Clerical Assistant	415	4A
Security Patrol Officer	924	9	Senior Clerical Officer	415	4A
Security Patrol Staff	924	9	Senior Clerk	415	4A
Security Patroller	924	9	Senior Clerk (Accounts)	412	4A
Security Porter	924	9	Senior Clerk Enquiries	415	4A
Security Staff	924	9	Senior Clerk Student Services	415	4A
Security Supervisor	924	9	Senior Clinical Research Fellow	221	2A
Security Team Leader	924	9	Senior Computer Clerk	421	4A
Security Warden	924	9	Senior Computer Officer	313	3A
Seismologist	211	2A	Senior Computer Operator	421	3A
Senior Accounts Clerk	412	4A	Senior Computing Assistant	421	4A
Senior Administrative Assistant	415	4A	Senior Computing Officer	313	3A
Senior Administrative Officer	415	4A	Senior Computing Technician	313	3A
Senior Administrator	231	2B	Senior Consultant (Business)	242	2B
Senior Advisory Officer	323	3B			

Senior Counsellor	323	3B	Senior Operational Research Analyst	353	3B
Senior Custodian	924	9	Senior Operator (IT)	421	3A
Senior Customer Adviser	721	7	Senior Personnel Assistant	356	3B
Senior Domestic Assistant	923	9	Senior Photographer	341	3C
Senior Draughting Technician	312	3A	Senior Photographic Technician	341	3C
Senior Editor	247	3C	Senior Porter (Goods Handling)	926	9
Senior Electrical Engineer (Electrician)	524	5	Senior Porter (Residential)	927	9
Senior Electrical Engineer (Professional)	212	2A	Senior Printing Assistant	812	9
Senior Electrical Workshop Technician	311	3A	Senior Professorial Tutor (Nursing)	231	2A
Senior Electronics Workshop Technician	311	3A	Senior Programme Administrator	231	2B
Senior Engineering Assistant	311	3A	Senior Programmer (IT)	213	2B
Senior Examination Manager	231	2B	Senior Programmer/Analyst	213	2B
Senior Experimental Officer (Science)	211	2A	Senior Project Engineer	212	2B
Senior Fellow	231	2A	Senior Quality Management Officer	246	2B
Senior Finance Assistant	412	4A	Senior Receptionist	421	4B
Senior Finance Officer	412	4A	Senior Research Associate	211	2A
Senior Financial Accountant	242	2B	Senior Research Associate (Science)	211	2A
Senior Food Services Assistant	927	9	Senior Research Associate (Social Science)	211	2A
Senior Gardener	511	5	Senior Research Fellow	211	2A
Senior Gardener/Groundsperson	511	5	Senior Research Fellow (Clinical)	221	2A
Senior Groundsperson	511	5	Senior Research Fellow (Electrical Engineering)	212	2A
Senior Horticultural Technician	511	5	Senior Research Fellow (Electronic Engineering)	212	2A
Senior Housekeeper	623	6	Senior Research Fellow (Mechanical Engineering)	212	2A
Senior Information Officer	247	3C	Senior Research Fellow (Science)	211	2A
Senior Instructor (Academic)	231	2A	Senior Research Fellow (Social Science)	211	2A
Senior Instructor (Vocational)	356	3B	Senior Research Laboratory Technician	311	3A
Senior IT Officer	313	3A	Senior Research Officer	211	2A
Senior IT User Support Officer	313	3A	Senior Research Officer (Mechanical Engineering)	212	2A
Senior Janitor	623	6	Senior Research Officer (Science)	211	2A
Senior Laboratory Technician	311	3A	Senior Research Officer (Social Science)	211	2A
Senior Lecturer	231	2A	Senior Research Scientist	211	2A
Senior Lecturer (Consultant)	231	2A	Senior Research Technician	242	3A
Senior Lecturer (Nursing)	231	2A	Senior Scientific Officer	211	2A
Senior Lecturer In Medicine	221	2A	Senior Secretary	421	4B
Senior Library And Information Assistant	413	4A	Senior Security Guard	924	9
Senior Library Assistant	413	4A	Senior Security Officer	924	9
Senior Library Services Attendant	413	4A	Senior Security Patroller	924	9
Senior Museum Technician	311	3A			
Senior Nurse (Academic)	223	2A			
Senior Nurse (Non Academic)	223	3A			
Senior Nursing Lecturer	231	2A			

Senior Service Leader (IT Operations)	313	3A	Service Manager (Plant and Machinery)	112	1
Senior Site Assistant (Archaeology)	211	2A	Services Advisor (Management Services)	242	2B
Senior Staff Development Officer	356	3B	Services Engineer (Electrical)	524	5
Senior Stores Technician (Building Services)	311	3A	Services Manager (Plant and Machinery)	112	1
Senior Stores Technician (Engineering)	311	3A	Servitor/Porter	623	9
Senior Stores Technician (Laboratory)	311	3A	Sessional Counsellor	323	3B
Senior Student Services Assistant	323	4A	Sessional Lecturer	231	2A
Senior Support Officer (IT Support)	313	3A	Sessional Nurse (Non Academic)	223	3A
Senior Teaching Fellow	231	2A	Shelver	413	4A
Senior Team Leader (Administration)	416	4A	Shelving Assistant	413	4A
Senior Technical Assistant (Building Services)	311	3A	Shelving Supervisor	413	4A
Senior Technical Officer	311	3A	Shop Assistant	711	7
Senior Technical Officer (Building Services)	311	3A	Shop Cashier	711	--
Senior Technical Officer (Electrical/Electronic)	311	3A	Shop Manager (Retail Trade)	119	1
Senior Technical Officer (Engineering)	311	3A	Shorthand Typist	421	4B
Senior Technical Officer (IT)	313	3A	Singing Coach	341	--
Senior Technical Officer (Laboratory)	311	3A	Site Ancillary	912	9
Senior Technical Officer (Medical)	321	3A	Site Assistant (Archaeology)	211	2A
Senior Technician	311	3A	Site Manager (Building and Contracting)	112	1
Senior Technician (Audio-Visual)	341	3C	Site Porter	912	9
Senior Technician (Building Services)	311	3A	Site Supervisor	623	6
Senior Technician (Engineering & Construction)	311	3A	Social Inclusion Officer	323	--
Senior Technician (IT)	313	3A	Social Researcher	211	--
Senior Technician (Laboratory)	311	3A	Sociologist	211	2A
Senior Tutor	231	2A	Software Consultant	213	2B
Senior User Services Officer	313	3A	Software Designer	213	2B
Senior Veterinary Nurse	613	6	Software Developer	213	2B
Senior Waiter/Waitress	927	9	Software Engineer	213	2B
Service Advisor (Customer Services)	721	7	Software Programmer	213	--
Service Advisor (Student Services)	323	3B	Software Tester	213	--
Service Desk Analyst	313	--	Solicitor	241	--
Service Engineer (Electrical)	524	5	Sound Engineer	341	--
Service Engineer (Radio And Television)	524	5	Sous Chef	543	5
Service Group Leader (IT)	313	3A	Space Management Assistant	413	--
Service Leader (IT)	313	3A	Space Planner	353	3C
Service Manager (Computing)	213	--	Specialist Services Technician	313	3A
			Specialist Technician	313	3A
			Specialist Technician (Building Services)	311	3A
			Speech Therapist	222	3A
			Sport And Recreation Supervisor	621	6
			Sports Assistant	621	6
			Sports Centre Attendant	621	6
			Sports Centre Manager	122	1

Sports Centre Staff	621	6	Student Funding Manager	113	--
Sports Coach	344	3C	Student Guidance Assistant	356	3B
Sports Development Assistant	344	3C	Student Helper (Library)	413	4A
Sports Development Manager	344	3C	Student Helper (Student Services)	323	3B
Sports Development Officer	344	3C	Student Housing Officer	323	3B
Sports Facilities Attendant	621	6	Student Library Aide	413	4A
Sports Hall Attendant	621	6	Student Nurse	223	--
Sports Scientist	211	--	Student Placement Adviser	356	3B
Staff Development Adviser	356	3B	Student Records Administrator	413	4A
Staff Development Manager	113	--	Student Recruitment Officer	354	3B
Staff Development Officer	356	3B	Student Services Assistant	323	3B
Staff Nurse (Academic)	223	2A	Student Services Centre Manager	125	1
Staff Nurse (Non Academic)	223	3A	Student Services Clerk	415	4A
Staff Support Assistant	413	3B	Student Services Manager	125	1
Staff Trainer	356	3B	Student Support Assistant	614	3B
Staff Tutor	231	2A	Student Support Officer	323	3B
Stage Manager (Entertainment)	341	3C	Sub-Editor	247	3C
Statistical Assistant	242	2A	Sub-Head Porter	623	9
Statistician (Academic)	242	2A	Subject Librarian	245	2B
Statistician (Non Academic)	242	2B	Sub-Librarian	245	2B
Stereotyper	542	5	Sub-Warden	614	--
Steward (Catering)	927	9	Superintendent (Halls)	623	6
Steward (Housekeeping)	623	6	Superintendent Physiotherapist	222	3A
Steward (Library)	413	--	Supervisor (Bar)	927	9
Stock Control Clerk	413	4A	Supervisor (Catering)	927	9
Stock Control Manager	116	1	Supervisor (Cleaning)	624	9
Stock Controller	413	4A	Supervisor (Estates)	533	8
Stoker	812	8	Supervisor (Halls)	623	6
Storekeeper	926	9	Supervisor (Retail)	713	7
Storeman	926	9	Supervisor (Sports Hall)	621	6
Stores Assistant	926	9	Supervisor (Student Services)	323	3B
Stores Clerk	413	4A	Supplies Manager	113	1
Stores Controller	413	4A	Support Analyst (IT)	313	2B
Stores Manager	116	1	Support Officer (Clerical)	415	4A
Stores Supervisor	926	9	Support Officer (Technical)	313	3A
Stores Technician (Clerk)	413	4A	Support Technician (IT)	313	3A
Stores Technician (Laboratory)	311	3A	Surgeon (Academic)	221	2A
Stores Technician (Medical)	321	3A	Surgeon (Non Academic)	221	2B
Stores/Postroom Assistant	926	9	Survey Assistant	721	4A
Strategy Officer	353	--	Survey Technician (Quantity Surveying)	243	2B
Street Cleaner	923	9	Surveyor	243	2B
Stress Engineer (Professional)	212	--	Surveyor And Estimator	243	2B
Structural Engineering Technician	311	3A	Sustainability Officer	214	--
Student Adviser	323	3B	Switchboard Operator	721	4B
Student Counsellor	323	3B	Switchboard Operator (Telephone)	721	4B
Student Finance Manager	113	--			

Switchboard Supervisor	722	4B	Technical Assistant (Building Services)	311	3A
Systems Accountant	412	4A	Technical Assistant (Grounds)	511	5
Systems Administrator	313	3A	Technical Assistant (IT)	313	3A
Systems Analyst	213	2B	Technical Assistant (Laboratory)	311	3A
Systems Analyst Programmer Systems And Applications Manager	213	2B	Technical Assistant (Photocopying, Scanning)	921	--
Systems Architect (Computing)	213	--	Technical Author	341	3C
Systems Assistant	313	3A	Technical Clerk	413	4A
Systems Designer	213	2B	Technical Coordinator	311	3A
Systems Librarian	245	2B	Technical Instructor	231	3B
Systems Manager	213	1	Technical Manager	112	1
Systems Officer	313	3A	Technical Officer	311	3A
Systems Programmer	213	2B	Technical Officer (Architectural)	312	3A
Systems Specialist (Computing)	213	--	Technical Officer (Audio-Visual)	341	3C
Systems Support Analyst	313	--	Technical Officer (Building Services)	311	3A
Systems Support Officer (IT Support)	313	3A	Technical Officer (Electrical/Electronic)	311	3A
Systems Tester (Computing)	213	--	Technical Officer (Engineering)	311	3A
Systems/Network Engineer	213	2B	Technical Officer (IT)	313	3A
Tax Adviser	353	--	Technical Officer (Laboratory)	311	3A
Taxation Manager	353	--	Technical Officer (Medical)	321	3A
Teacher	231	2A	Technical Officer (Plumbing/Heating)	311	5
Teacher Of English As A Foreign Language	231	2A	Technical Officer (Telecommunications)	524	5
Teaching Assistance	231	2A	Technical Operator (Broadcasting)	341	--
Teaching Assistant	231	2A	Technical Services Manager	112	1
Teaching Associate	231	2A	Technical Support Advisor	313	3A
Teaching Company Associate	231	2A	Technical Support Analyst	313	3A
Teaching Coordinator	231	--	Technical Support Officer	313	3A
Teaching Fellow	231	2A	Technical Support Officer (IT)	313	3A
Teaching Laboratory Technician	311	--	Technician	311	3A
Teaching Support Assistant	231	2A	Technician (Architectural)	312	3A
Teaching Support Officer	231	--	Technician (Audio-Visual)	341	3C
Team Administrator	415	4A	Technician (Building Services)	311	3A
Team Coordinator (Student Services)	323	3B	Technician (Computer Servicing)	524	5
Team Leader (Administration)	416	4A	Technician (Electrical/Electronic)	311	3A
Team Leader (Cleaning)	624	--	Technician (Engineering)	311	3A
Team Leader (Estates)	533	8	Technician (Grounds)	511	5
Team Leader (IT)	313	3A	Technician (Horticultural)	511	5
Team Leader (Library)	413	4A	Technician (IT)	313	3A
Team Leader (Student Services)	323	3B	Technician (Laboratory)	311	3A
Team Manager (Computing)	213	--	Technician (Media)	341	3C
Team Secretary	421	4B	Technician (Medical)	321	3A
Technical Advisor	311	3A	Technician (Musical Instruments)	544	5
Technical Assistant	311	3A	Technician (Pharmaceutical)	321	3A
Technical Assistant (Audio-Visual)	341	3C			

Technician (Pharmacology)	321	3A	Therapist	321	3A
Technician (Physics)	311	3A	Ticket Office Assistant	412	--
Technician (Physiology)	321	3A	Ticket Office Clerk	412	--
Technician (Printing)	542	5	Ticket Seller	412	4A
Technician (Psychology)	311	3A	Timetabling Officer	413	3B
Technician (Radio And Video Equipment)	524	5	Tool Room Machinist	812	8
Technician Engineer	311	3A	Trades Foreman (Building)	533	5
Technician In Media & Visual Arts	341	3C	Tradesperson (Building)	531	5
Technician Instructor	231	3B	Traffic Engineer	212	2B
TEFL	231	2A	Traffic Manager	116	1
Telecom Engineer	524	5	Training Administrator	413	3B
Telecom Manager	213	1	Training Consultant	356	3B
Telecommunications Analyst	213	--	Training Coordinator	356	3B
Telecommunications Assistant	721	4B	Training Development Consultant	356	3B
Telecommunications Director	113	--	Training Instructor	356	3B
Telecommunications Engineer	524	5	Training Manager	356	1
Telecommunications Manager	213	1	Training Officer	356	3B
Telecommunications Officer	721	4B	Training Supervisor	356	3B
Telecommunications Technician	524	5	Transcriber	421	4B
Telemarketing Assistant	711	4A	Translator	341	3C
Telephone Caller	721	4B	Transport Clerk	413	4A
Telephone Engineer	524	5	Transport Manager	116	1
Telephone Interviewer	721	4A	Transport Supervisor	823	8
Telephone Operator	721	4B	Transportation Planner	243	--
Telephone Receptionist	721	4B	Trials Coordinator (Clinical)	242	2A
Telephone Researcher	721	--	Trials Manager (Clinical)	211	2A
Telephone Sales Assistant	711	--	Trials Search Coordinator (Clinical)	242	2A
Telephone Supervisor	722	4B	Tutor	231	2A
Telephone Technician	524	5	Tutor Fellow	231	2A
Telephonist	721	4B	Tutor/Organiser	231	2A
Telephonist/Receptionist	721	4B	Tutorial Assistant	231	2A
Telephonist-Secretary	721	--	Tutorial Fellow	231	2A
Television Engineer	524	5	Type Setter	542	5
Television Service Engineer	524	5	Typist	421	4B
Tender Manager	113	--	Undergraduate Administrator	231	2B
Test Analyst (Computing)	213	--	Undergraduate Secretary	421	4B
Test Engineer	212	8	Under-Librarian	245	2B
Testing Assistant	311	3A	Unit Administrator	415	4A
Testing Manager (Computing)	213	--	Unit Operator	812	8
Text Processing Compositor	542	4B	University Administrator	231	2B
Textile Conservationist	541	--	University Assistant Lecturer	231	2A
Theatre Lighting Director	341	--	University Constable	331	9
Theatre Sound Manager	341	--	University Demonstrator	231	2A
Theatre Technician (Media)	341	3C	University Fellow	231	2A
Theatre Technician (Medical)	321	3A	University Lecturer	231	2A
			University Librarian	245	2B

University Research Fellow	211	2A	Wardrobe Mistress	621	6
University Research Fellow (Science)	211	2A	Warehouse Assistant	926	9
University Research Fellow (Social Science)	211	2A	Warehouse Manager	116	1
University Secretary (Clerical)	421	4B	Warehouseman	926	9
University Secretary (Senior Administrative)	231	2B	Washer-Up (Hotels, Catering, Public Houses)	927	9
University Senior Lecturer	231	2A	Waste and Recycling Manager	125	--
User Services Assistant (IT)	313	3A	Waste and Recycling Officer	356	--
User Support Advisor (IT)	313	3A	Web Assistant	313	3A
User Support Assistant (IT)	313	3A	Web Content Manager	213	--
User Support Officer (IT)	313	3A	Web Designer	213	3C
Usher	927	9	Web Developer	213	2B
Van Driver	821	8	Web Development Officer	213	2B
VDU Operator	421	4A	Web Master	213	3A
Vending Machine Operator	712	7	Web site Editor	213	3A
Vending Operator	712	7	Weights Room Assistant	621	6
Verger	623	6	Welding Engineer (Professional)	212	2B
Veterinarian (Academic)	221	2A	Welding Engineer (Tradesman)	521	5
Veterinarian (Non Academic)	221	2B	Welfare Advisor	323	3B
Veterinary Assistant	613	6	Welfare Officer	323	3B
Veterinary Nurse	613	6	Widening Participation Officer	323	3B
Veterinary Officer (Academic)	221	2A	Wire Worker	812	8
Veterinary Officer (Non Academic)	221	2B	Word Processor Operator	421	4B
Veterinary Scientist	221	--	Work Placement Coordinator	356	3B
Veterinary Surgeon (Academic)	221	2A	Work Study Engineer	353	3B
Veterinary Surgeon (Non Academic)	221	2B	Work Study Officer	353	3B
Vicar	244	2B	Working Supervisor (Estates)	533	8
Vice-Chancellor	231	2A	Works Accountant (Qualified)	242	2B
Vice-Dean	231	2A	Works Assistant Estates	912	9
Vice-Principal	231	2A	Works Manager	112	1
Video Editor	341	3C	Works Manager (Building Construction)	112	--
Video Engineer (Service And Repair)	524	5	Works Study Manager	113	1
Visiting Academic	231	--	Works Supervisor	533	--
Visiting Fellow	231	2A	Workshop Assistant	311	3A
Visiting Lecturer	231	2A	Workshop Supervisor	311	3A
Visiting Professor	231	2A	Workshop Technician	311	3A
Visitor Services Attendant	621	--	Workshop Technician (Building Services)	311	3A
Volunteer Coordinator	323	--	Workshop Technician (Engineering)	311	3A
Volunteer Work Organiser	323	--	Workshop Technician Supervisor (Building Services)	311	3A
Wages Administrator	412	--	Workshop/Laboratory Technician	311	3A
Wages Clerk	412	4A	Workshop/Testplant Technician	311	3A
Waiter/Waitress	927	9	Writer	341	3C
Warden (Halls)	614	6	X-Ray Operator	221	3A
Wardrobe Assistant	621	6	Year Abroad Officer	356	--

Youth Leader  
Youth Worker

**323**    *3B*  
**323**    *3B*

Zoologist

**211**    *2A*