# Administration and Management

If you are a good organiser, enjoy taking responsibility and communicating with people, then a job in administration or management could be a good career for you. It is a wide ranging career area, covering many varied and interesting jobs.

Administration and management jobs exist in all industries, in both the public and private sector, so graduates of this career area are always in demand.

Across the UK, in 2025, just over 3.07 million people worked in secretarial and administration roles, a slight decrease from 3.086 million in 2024. Over 3.8 million worked as managers, directors and senior officials, an increase from 3.6 million. [1]

## What areas can I work in?

The jobs and courses for this career area are in four sectors: general administration and management; economics; human resource management; and public services administration.

There are a wide range of specialisms in this career area, from medical secretarial work to academic administration in colleges and universities. You could become a personal assistant to a business director or a project manager in IT or finance.

To see the routes to getting into each of these sectors, take a look at our Career Pathway.

## What kind of companies can I work for?

You could be working in just about any type of company or organisation, for example a construction firm, car dealership, hotel, local council, or hospital.

There is a large administration and management workforce in the public sector, where you could be working for:

- the Civil Service
- local government – a local authority or council
- public bodies, such as the National Health Service (NHS), Police Scotland or the Scottish Fire and Rescue Service
- Parliament (researchers and politicians)
- a college or university.

## What's the job market like?

The number of administrative and secretarial employees in Scotland has decreased from 263,600 in 2024, to 232,800 in 2025. [2]

The number of managers, directors and senior officials employed in Scotland saw an increase in 2025 to 247,500, compared to 223,500 in 2024. [2]

In the 4th quarter of 2025, there were 601,600 people working in the public sector in Scotland, a slight increase of 0.5% from the 4th quarter in 2024. [3]

## Facts and figures

- From the academic year 2022/23, 62.4% of Business and management studies first degree graduates found full time employment within 15 months after graduation (compared to 64.9% the previous year). 23.2% entered as business, HR and finance professionals (an increase of 0.5% from the previous year), 13.2% as clerical, secretarial and numerical clerks, and 12.2% as managers.[4]
- From the same period, 60.1% of Economics graduates were in full time employment 15 months after graduation, compared to 62.2% from the previous year. Of these, 61.2% entered as business, HR and financial professionals, compared to 61.4% in the previous year.[4]
- As of December 2025, there were 554,720 people working for the UK Civil Service (excluding Northern Ireland), a 1.3% rise from the previous year. [5]

## Want to find out more?

If you are looking for a career in the public sector, the Civil Service offers a number of routes into a career. The Fast Stream programme is open to graduates, other department graduate programmes and also apprenticeships. Visit the Civil Service website for more information.

## Sources

[1] Annual Population Survey - Occupation by sex, employment status and full/part time - UK, Nomis (December 2025)

[2] Annual Population Survey - Occupation by sex, employment status and full/part time - Scotland, Nomis (December 2025)

[3] Public Sector Employment in Scotland Statistics for 4th Quarter 2024, The Scottish Government (April 2026)

[4] What do graduates do? Prospects (part of Jisc) and AGCAS (2025/26)

[5] Public sector employment dataset, Office for National Statistics (March 2026)