

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; both public and private sector, so graduates of this career area are always in demand.

Across the UK, over 3.26 million people work in secretarial and administration roles (around 10% of the UK workforce) while there are 3.5 million working as managers, directors and senior officials (around 11% of the UK workforce).

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.

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 university or college.

What's the job market like?

In December 2018, the number of administrative and secretarial employees in Scotland fell to 263,500, compared to 265,800 from the same period in 2017.

However, the number of managers, directors and senior officials employed in Scotland rose to 228,400 in December 2018 (compared to 223,000 from the same period in 2017).

Employment numbers in the public sector has seen a reduction in the past year. In December 2018, 553,000 people were working in the Scottish public sector, compared to 559,900 from the same period in 2017. This

reduction is mainly due to Registered Landlords (housing associations) being reclassified to the private sector.

Public sector employment now accounts for 20% of total employment in Scotland (compared to 21.4% in the previous year).

Facts and figures

- In 2017, 62.4% of Business and management studies graduates found full time employment within six months after graduation. 26.4% entered as business, HR and finance professionals (compared to 24.5% the previous year), and a further 21% entered marketing, PR and sales roles, compared to 20.8% in the previous year.
- 58% of Economics graduates were in full time employment six months after graduation in 2017. Of these, 57% entered as business, HR and financial professionals, compared to 54.3% in the previous year.
- The figures above indicate that graduates from this career area tend to fare better in finding full time employment within six months after graduation than from other subject areas. The average from all subject areas is 55.2%.
- According to Prospects, the average salary range for business and administration graduates is £16,300 to £28,700 a year. Economics graduates' salaries range between £18,900 and £30,100 a year.

Want to find out more?

If you are looking for a career in the public sector, the [Civil Service Apprenticeship](#) scheme is a great place to start. You can apply for one of two levels of apprenticeship, where you would be placed in one of the many roles within government departments and work towards a certified qualification. The Fast Track apprenticeship is available in a number of business areas and is open to those with no degree. The Fast Stream programme is open to graduates.

[Instructus Skills](#) (formerly known as Skills CFA) provides information about skills and qualifications in the workplace including apprenticeships and training programmes across the UK for a whole range of business skills.

Sources

- What do graduates do? Prospects in association with HECSU and AGCAS (2018)
- [Prospects website](#) (May 2019)
- Public Sector Employment, [The Scottish Government Website](#) (May 2019)
- Labour Market Profile – Employment by Occupation, [NOMIS](#) (May 2019)