

## Job families

Lists of jobs, grouped by type of work, to help you generate career ideas.

This booklet can help you identify a group of work which might be of interest to you. You might discover job titles which are new to you and you might broaden the range of jobs you are considering.

Occupational psychologists identify interests and personality types significant to different occupational environments. Research suggests you will naturally be drawn to one or two of the types of work listed in this booklet. Ask an Adviser if you need more examples or help identifying your particular type.

- Administrators
- Analysts and Researchers
- Carers
- Communicators/Creatives
- Engineers and Technologists
- Entertainers
- Environmentalists
- Financiers
- Investigators
- Keepers
- Linguists
- Operational Managers
- Persuaders
- Professional Advisers
- Scientists
- Teachers
- Traders and Negotiators

Once you have identified a small number of job titles which sound interesting to you use the Careers NZ website accessible at: [www.careers.govt.nz](http://www.careers.govt.nz) to start finding out more about them.

There is also a wealth of information and advice available from [Massey's Career and Employment Service](#). If you are unable to identify job titles which sound interesting, or to find information on the roles that appeal to you, please let us know – we can help! See: <http://careers.massey.ac.nz>

## ADMINISTRATORS:

The roles of administrators and operational managers overlap very considerably. The term administrator covers a wide range of activities: planning and organising a service for other professionals, assisting in the formulation of policies and in coordinating their implementation, servicing committees and working parties, and carrying out investigations into problems.

In general they are concerned with the planning, coordination and running of the internal administration of an organisation.

**Key features of people finding satisfaction in these types of work include:** Attention to detail, appreciating order and an ability to plan ahead. These people might be conscientious and shy. They operate effectively in well-structured environments.

Administrator	Archivist
Administration Officer	Conference Manager
Court Reporter	Education Administrator
Executive Assistant	Facilities Manager
Company Secretary	Hospital Administrator
Realtor	Human Resources Officer
Political Adviser	Operations Manager
Secretary/Personal Assistant	Project Manager
University Administrator	Travel Agent
Freight Forwarder/Dispatcher	Records Officer
Legal Executive	Administration/Accounting Manager
Prison Programme Co-ordinator	Legal Secretary
Health Services Manager	Admissions Officer
Asset Manager	Technical Manager
Business Planner	Collections Officer
Export/Import Administrator	Training & Development Co-ordinator

## ANALYSTS AND RESEARCHERS:

Analysis and research are important elements in many jobs but in some, collecting information, assessing its value, organising and evaluating it are the major parts. Analysts and researchers also draw conclusions and present results, either in written reports or presentations.

All analysts must be reasonably numerate and some areas of work, such as operational research, require considerable skill in mathematical modelling. Many scientific and engineering jobs require strong analytical and researching abilities: see also Scientists and Engineers and Technologists.

**Key features:** People who enjoy these types of jobs like using their analytical ability to solve problems and propose solutions. A skilfully solved problem gives them satisfaction and they can work effectively alone. They tend to dislike highly rule bound roles.

Accountant	Actuary
Advertising Planner	Computer Scientist
Economic Analyst	Geographical Information Systems
IT Consultant	Investment Analyst
Journalist	Logistics Expert
Management Consultant	Media Researcher
Market Researcher	Risk Analyst
Planning Officer	Systems Analyst
Social/Political Researcher	Television Researcher
Tax Accountant	Policy Analyst
University Researcher	Regional Planner
Financial Analyst	Insurance Assessor

## CARERS:

A carer's prime aim is to help individuals overcome, or come to terms with a problem, difficulty or disability. Their focus is on the needs of the client, assessing how those needs can be best met, and negotiating and arranging with others to try to achieve this. It is the client's needs which motivate the carer in work.

**Key features:** These people tend to see themselves as friendly, helpful and trustworthy. They are often able to express themselves well with words, get along well with people and build relationships easily.

Art Therapist	Barrister
Careers Adviser	Care Manager
Counsellor	Dentist
Educational Psychologist	Doctor
EEO Practitioner	Environmental Health Officer
Fire Fighter	Health Support Worker
Minister of Religion	Human Resources Manager
Occupational Therapist	Nurse
Physiotherapist	Paramedic
Corrections Officer	Police Officer
Psychiatrist	Probation Officer
Youth Worker	Psychotherapist
Solicitor	Social Worker
Teacher/Lecturer	Special Education Teacher
Training Manager	

## COMMUNICATORS AND CREATIVES:

The prime aim here is to gather information, concepts and impressions then transmit these to an audience. This might be in written form in articles in the press or broadcast in the media. You might produce booklets, leaflets and publicity material or be responsible for the image of an organisation. Actors, artists and musicians might come into this group too.

**Key features:** These people tend to be sociable, assertive and persuasive. They are verbally skilful and might be seen as being good at leading and convincing people. They might be energetic and risk-taking. They are outward facing employees willing to have their voices heard.

Actor	Advertising Account Executive
Advertising Copywriter	Architect
Art Educator	Arts Administrator
Broadcaster	Cartoonist
Artist	Communications Officer
Dramatist	Design Engineer
Graphic Designer	Editorial Assistant
Journalist	Internet/New Media Developer
Illustrator	Landscape Architect
Linguist	Lobbyist
Photographer	Marketing Manager
Journalist	Musician
Programme Researcher	Poet
Publisher	Press Officer
Scriptwriter	Public Relations Consultant
Sound Technician	Radio Journalist/Presenter
Subtitler	Sculptor
Television Journalist/Presenter	Studio Manager
TV/Film Director	Technical Author
Translator	Theatre Manager
Writer	TV/Film Producer

## ENGINEERS & TECHNOLOGISTS:

The jobs in this work family all require engineering and/or technological knowledge and skills. Many demand a degree in the relevant subject and some require graduates to reach full chartered engineer status.

**Key features:** People who do these jobs are practical problem solvers, they like creating things with their hands. They have a tendency to be assertive and physically active.

See also Analysts and Researchers, Environmentalists and Operational Managers.

Aeronautical Engineer	Automotive Engineer
Biochemistry Engineer	Biomedical Engineer
Building Services Engineer	Commissioning Engineer
Computer Programmer	Computer Systems Engineer
Consulting Engineer	Contracts Manager
Design Engineer	Electrical Engineer
Electronics Engineer	Facilities Manager
Hardware Engineer	Health & Safety Engineer
Structural Engineer	Installation Engineer
IT Developer	Maintenance Engineer
Manufacturing Systems Engineer	Materials Engineer
Mechanical Engineer	Quantity Surveyor
Patent Attorney	Petroleum Production Engineer
Process Engineer	Production Manager
Project Engineer	Project Manager
Quality Assurance Manager	R & D Engineer
Site Engineer	Software Developer
Software Engineer	Stress Engineer
Technical Author	Technical Librarian
Technical Sales Engineer	Test Technician
Control/Instrumentation Engineer	Web Operations Support

## ENTERTAINERS:

Entertainers, in a variety of ways, provide a service to enable their customers to gain the maximum enjoyment from participating in or observing an activity. They use their creativity, skill and experience to try to ensure that things run smoothly and that difficulties are overcome easily.

**Key features:** In some cases these jobs involve using interpersonal skills to manage the work of others. These people tend to be good at thinking up new ways of doing things. They might be self-confident, verbally skilful people.

Art Gallery Administrator	Actor
Broadcaster	TAB Operator
Choreographer	Presenter
Composer	Cinema Manager
Conference Manager	Conductor
Dancer	Disc Jockey
Film/TV/Radio Producer	Poet
Journalist	Youth Worker
Photographer	Leisure & Catering Manager
Publican	Model
Singer	Musician
Theatre Director	Professional Sportsman
Travel & Tourism Manager	Publisher
Sports Centre Staff	Theatre/Film Director

## ENVIRONMENTALISTS:

Environmentalists are concerned with all aspects of conservation, with the preservation of the natural environment and with the reduction of any activities which pollute or damage it. Some are concerned with recording and assessing the current situation; others concentrate on the reduction of pollution and waste, or on actively improving habitats.

**Key features:** Typically these people like the outdoors and tend to be responsible and practical. They might be physically strong and active.

Environmental Technician	Conservation Manager/Adviser
Ecological Researcher	Land Management Officer
Ecologist	Environmental Analyst/Consultant
Environmental Consultant	Environmental Manager
Environmental Health Officer	Environmental Monitoring Officer
Environmental Education Officer	Environmental Scientist
Estates Manager	GIS or Cartographer
Habitat Surveyor	Hydrologist
Meteorologist	Natural Resources Engineer
Nature Conservation Officer	Oceanographer
Pollution Control Officer	Soil Ecologist
Public Rights of Way Consultant	Water Treatment Operator
Recycling Officer	Sustainable Development Co-ordinator
Waste Disposal Officer	Waste Treatment Officer
Water Operations Engineer	Water Quality Scientist



## FINANCIERS:

Financiers offer skilled advice to both individual clients and to the managers of businesses and public authorities. They devise schemes for raising money, investing resources and dealing in a wide range of stocks and shares, and also have responsibility for protecting the assets of their clients. Another aspect of their work is to develop financial schemes and to promote these to their customers.

**Key features:** Being precise and systematic with a conscientious approach to work is typical of people in these jobs. Analytical and problem solving skills are fundamental but of significant importance also is the ability to make your case convincingly so interpersonal skills are essential too.

Accountant	Actuary
Advertising Account Executive	Chief Financial Officer
Investment Consultant	Securities Dealer
Financial Risk Manager	Solicitor
Chartered Accountant	Treasury Accountant
Company Secretary	Buyer
Foreign Exchange Dealer	Actuarial Consultant
Insurance Broker	Banker
Insurance Underwriter	Director of Finance
Investment Analyst	Management Accountant
Loss Adjuster	Finance Manager
Marketing Manager	Investment Adviser
Technical Sales Manager	Surveyor
Stockbroker	Venture Capitalist

## INVESTIGATORS:

Investigators unearth critical information, make judgements on it and then take positive action. In some cases they work on their own, but many are out and about dealing with a wide range of people.

**Key features:** ferrets that enjoy the chase, data collectors. They tend to see themselves as methodical and systematic; rational, precise and task orientated. They might be original and creative - not liking rules and regulations.

Anthropologist	Archaeologist
Health Inspector	Fisheries Surveillance Officer
Customs Officer	Technical Service Adviser
Forensic Scientist	Environmental Health Officer
Immigration Officer	Health and Safety Inspector
Information Officer	Mining Engineer
Financial Intelligence Officer	Insurance Claims Officer
Loss Adjuster	Journalist
Market Research Interviewer	Management Consultant
Biosecurity Officer	Production Assistant (Film, TV, Radio)
Private Investigator	Police Officer
Process Development Scientist	Probation Officer
Criminologist	Production Development Technologist
Researcher	Valuer
Security Officer	Safety Engineer
Social Worker	Social Researcher
Surveyor	Solicitor
Tax Accountant	Systems Analyst

## **KEEPERS:**

The keepers are responsible for organising and arranging material, which can be anything from books or baked beans to videos, works of art or computer programmes. Their major role is to organise and preserve it, and then to make it available to the appropriate customers of clients, or to the general public.

**Key feature:** Organisers who value detail. They tend to see themselves as responsible and conscientious. Order and structure is important.

Anthropologist	Antiques Dealer
Archaeologist	Archivist
Curator	Historic Archaeologist
Historian	Information Officer
Investment Consultant	Librarian
Art Historian	Museum Conservator
Market Researcher	Museum Educator
Statistician	Photographer
Zoo Keeper	Warehouse Manager
Records Manager	Heritage Professional
Genealogist	

## LINGUISTS:

Language skill is a prime qualification for this type of work. Linguistic ability alone is seldom enough. Frequently employers look for someone who has the ability to develop other skills in addition to their language.

**Key feature:** Language ability

Accountant	Flight Attendant
Anthropologist	Conference Manager
Diplomat/Diplomatic Officer	Export Agent
Freight Forwarder	Linguist
Hotel Manager	Information Manager
Bank Officer	Journalist
Interpreter	Language Teacher
Librarian	Management Consultant
Marketing Manager	Buyer
Maori Health Worker	Publisher
Purchasing Officer	Broadcaster
Immigration Officer	Broker
Tour Guide	Tourist Information Officer
Translator	Travel Agent

## **OPERATIONAL MANAGERS:**

The work of operational managers includes a very wide range of activities. Their common factor is responsibility for organising materials and leading and directing staff. Operational managers are concerned with both day-to-day and minute-by-minute requirements, and also with longer-term planning for the future. They can encompass anyone from an engineer responsible for a construction project to the manager of a theatre.

See also Administrators

**Key features:** These people tend to be self-controlled and flexible. They are responsible and practical.

Armed Forces Officer	Publisher
Film Director	Health Service Manager
Conference Manager	Human Resources Manager
Exhibitions Organiser	Engineer
Restaurant Manager	Emergency Response Officer
Marketing Manager	Buyer
Hotel Manager	Diplomatic Officer
Police Officer	Film/TV/Video Director
Production Manager	Production Scheduler
Project Engineer	TV/Film/Radio Producer
Radio Producer	Research Executive
Retail Manager	Sales Manager
Supply Chain Manager	Systems Analyst

## **PERSUADERS:**

Persuaders frequently operate between two organisations, and their prime activities are putting forward propositions and trying to persuade their clients and customers to accept their schemes. Persuaders must first of all understand and appreciate the needs of their clients, then formulate proposals to meet these needs before presenting them.

**Key features:** use interpersonal skills to convince others to do or think something different. Tend to be energetic, sociable, assertive and self confident.

Advertising Account Exec	Rural Bank Manager
Advertising Copywriter	Antiques Dealer
Architect	Auctioneer
Banker	Barrister
Livestock Agent	Property Developer
Business Development Manager	Buyer
Demonstrator	Publishing Editor
Communication Officer	Importer
Securities Dealer	Diplomat
Direct Marketing Manager	Real Estate Consultant
Export Manager	Industrial Relations Consultant
Human Resources Officer	Broker
Insurance Salesperson	Journalist
Investment Analyst	Management Consultant
Small Business Owner	Media Buyer
Marketing Manager	Merchandiser
Farm Consultant	Political Adviser
Police Officer	Press Officer
Politician	Project Manager
Prison Officer	Sales Administrator

Public Relations Officer

Retail Manager

Secondary School Teacher

Securities Dealer

Systems Analyst

Tele Sales Person

## PROFESSIONAL ADVISERS:

The professional advisers have a substantial basis of specialist knowledge and experience, and are frequently members of professional institutions. Their prime aim is to advise clients on the basis of their specialist knowledge and skills, often in return for fees. In some cases this involves marketing the professional service offered.

**Key feature:** Use interpersonal skills to teach, train or tell people what to do – for the client's benefit.

Accountant	Actuary
Architect	EEO Practitioner
Barrister	Banker
Careers Adviser	Archivist
Company Secretary	Criminologist
Consulting Engineer	Economist
Educational Psychologist	Counsellor
Social Worker	Real Estate Consultant
Forensic Scientist	Financial Adviser
Doctor	Health Inspector
Valuer	Planner
Investment Adviser	Insurance Broker
Landscape Architect	Land Agent
Management Consultant	Farm Consultant
HR Manager	Police Officer
Probation Officer	Psychiatrist
Solicitor	Psychotherapist
Education Adviser	Tax Consultant
Adviser (Policy)	Industrial & Occupational Psychologist
Veterinary Surgeon	Training & Development Consultant
Youth Worker	Welfare Officer



Recruitment Consultant

Auditor

Physiotherapist

Art/Music/Drama/Dance Therapist

Press Secretary

Diplomatic Officer

Forensic Scientist

Speech & Language Therapist

## SCIENTISTS:

Scientists wanting to utilise their scientific principles and knowledge can choose from a very wide range of options, as shown in this work family. The common theme is the need for a scientific background and training.

See also Environmentalists.

Other types of work in Analysts and Researchers and Environmentalists involve scientific skills and many scientists move immediately or later on into Operational Manager jobs.

**Key features:** People attracted to these types of jobs tend to be systematic and rational. They generally might prefer working alone and have questioning minds.

Actuary	Chemist
Broker	Biochemist
Buyer	Medical Physicist
Laboratory Technician	Logistics Co-ordinator
Meteorologist	Physicist
Marine Biologist	Lecturer
Regulatory Affairs Officer	Doctor
Electronics Engineer	Journalist
Systems Analyst	Technical Author
Technical Salesperson	Medical Laboratory Scientist
Computer Programmer	Environmental Health Officer
Forensic Scientist	Health & Safety Inspector
Nurse Practitioner	Physician
Food Technologist	Ecologist
Geophysicist	Research Chemist
Water Treatment Operator	Teacher
Psychiatrist	Clinical Psychologist
Health Promoter/Educator	Veterinarian

Medical Pathologist

Consultant Winemaker

Microbiologist

Animal Behaviour

Environmental Scientist

Zoologist

## TEACHERS:

The central core of all teaching jobs is to enable individuals or groups to learn through instruction, guidance and advice. Teachers need to develop good listening, speaking and writing skills, as well as expert specialist knowledge. Their work usually includes assessing the needs of their clients and devising methods to meet them.

**Key features:** People attracted to these types of jobs see themselves as trustworthy, friendly and sociable. They can often express themselves well in words and are skilful dealing with people. They might be idealistic and caring. The list below shows teaching jobs and jobs associated with it, sometimes based in an education environment.

Teachers:

Early Childhood	Primary
Secondary	Tertiary
English to Speakers of Other Languages (ESOL)	Special Education

Art Teacher/Tutor	Health & Safety Officer
Teacher Aide	Careers Adviser
Childcare Worker	Speech & Language Therapist
Education Officer	Flying Instructor
Educational Psychologist	Personal Trainer
Criminologist	Nanny
Prison Programme Co-ordinator	Educational Adviser
Prison Officer	Minister of Religion
Social Worker	Speech Therapist
Sociologist	Psychotherapist
Staff Training Officer	Youth Worker
Dietician	Midwife
Fisheries Officer	Professional Sports Coach
Librarian	Lecturer

## TRADERS AND NEGOTIATORS:

These people are primarily concerned with bargaining and negotiating in relation to goods or services. They have to have a very good understanding of the product or service which they are dealing in, e.g. the coffee trade or antiques, and frequently bid competitively against other dealers, using their judgement and skill to get the most advantageous deal.

**Key features:** An energy and sense of adventure links these people. They are often seen as self-confident, challenge seeking and assertive. They are often seen as good at leading and persuading other people.

Antiques Dealer	Auctioneer
Barrister	Share Broker
Business Development Manager	Telemarketing Representative
Real Estate Salesperson	Campaigner
Diplomat	Equity Dealer
Livestock Agent	Foreign Exchange Dealer
Broker	Human Resources Adviser
Industrial Buyer	Insurance Broker
Public Relations Officer	Recruitment Consultant
Property Developer	Sales Manager
Securities Dealer	Solicitor
Advocate	Publishing Editor
Exporter	Retail Manager
Advertising Account Manager	Small Business Owner
Technical Sales Representative	Bank Manager
Importer	Travel & Information Consultant