

A guide to manager job titles in standardised occupational categories by organisation size, for the legal industry

Managers in your organisation must always be matched to the standardised occupational categories of managers provided in the [Reference guide 2015-16](#). The table below is provided as an example only.

Table 1: Example of job titles used for manager categories based on consultation with organisations employing 250 or more employees.

Organisation Size (number of employees)	Other managers	Senior managers	Other executives/general managers	KMP	CEO
250+	<ul style="list-style-type: none"> → Shared service manager (who do not report to a Director) → Senior associates +3 years' experience → Business development managers → Technology managers → Practice group managers → Special counsel 	<ul style="list-style-type: none"> → Shared service manager (who report directly to a Director) → Special counsel – people & practice responsibilities → BD associate partners → Head of functions (OD, recruitment, know how, client floor) → Office & HR managers 	<ul style="list-style-type: none"> → Legal consultants → Ex-partners → Shared service executive → Head of risk → Partnership secretary → Legal consultant 	<ul style="list-style-type: none"> → Shared service directors → Head of people and development → Head of business development → COO, CFO, CIO 	<ul style="list-style-type: none"> → Chief executive partner

Note: If the managing partner or CEO of a partnership is an equity partner, they are to be reported on under GEI 2: Q. 2.4 in the questionnaire and included in the workplace profile. This is the only instance where an individual is reported on in both the workplace profile and the questionnaire.

A guide to non-manager job titles in standardised occupational categories by organisation size, for the legal industry.

Non-managers in your organisation must be matched to the standardised occupational categories for non-managers provided in the *Reference guide 2015-16 (pages 20-21)*. The table below is provided as an example only.

Table 2: Example of job titles used for non-manager categories based on consultation with organisations employing 250 or more employees.

Organisation Size (number of employees)	Professionals	Technicians and trade	Community and personal service	Clerical & administrative
250+	<ul style="list-style-type: none"> → Senior associate 1-2 years → Special counsel – technical → Associate → Lawyers → Shared service consultant and advisor levels → IT specialist → Developers 	<ul style="list-style-type: none"> → Skilled trade/technician/experts → Chef → IT support technicians 	<ul style="list-style-type: none"> → Support staff → Waiters, hospitality & Catering staff 	<ul style="list-style-type: none"> → Secretaries → Coordinators → Paralegals/law clerk → Assistants