

## Guide: categorising manager roles using standardised occupational categories for Higher Education

The job titles categorised in the table below were collated in consultation with higher education organisations and indicative only. Organisations should always categorise against the five occupational categories of manager that best reflect the responsibility of the employees' role, not their title. For occupational categories of manager definitions refer to the [Reference guide 2015-16](#) document

**Table 1: Example job titles for manager categories by organisation size.**

Number of Employees	CEO	KMP	Other executives/general managers	Senior Managers	Other managers
→ 1000+	→ Vice-Chancellor	<ul style="list-style-type: none"> <li>→ Deputy Vice-Chancellor</li> <li>→ Pro Vice-Chancellor</li> <li>→ Director of Finance,</li> <li>→ Director of Legal Institute</li> <li>→ Directors</li> </ul>	<ul style="list-style-type: none"> <li>→ Chief Financial Officer</li> <li>→ Executive Deans</li> <li>→ Institute Directors</li> <li>→ National Heads of School</li> </ul>		
→ 5000+	→ Vice-Chancellor	<ul style="list-style-type: none"> <li>→ Deputy Vice-Chancellor</li> <li>→ Pro Vice-Chancellor</li> <li>→ Director of Finance, Legal etc.</li> <li>→ Chief Financial Officer</li> <li>→ Heads of functions (Head of Academics; Head of Research etc)</li> <li>→ Executive Deans (heads of meta functions)</li> <li>→ Student International Research</li> </ul>	<ul style="list-style-type: none"> <li>→ Chief Financial Officer</li> <li>→ Director of Human Resources Office</li> <li>→ Directors Academic</li> <li>→ Registrar Deans</li> <li>→ Directors of business units</li> <li>→ Group Deans</li> <li>→ Deans of Faculty</li> <li>→ Office Directors</li> <li>→ Heads of Departments</li> <li>→ Heads of School</li> <li>→ Centre Directors</li> </ul>	<ul style="list-style-type: none"> <li>→ Heads of School</li> <li>→ Centre Directors</li> <li>→ Associate Directors</li> <li>→ Faculty Managers</li> <li>→ General Managers</li> <li>→ Hew 10 and above</li> <li>→ Professors who are also Directors</li> </ul>	<ul style="list-style-type: none"> <li>→ Heads of School</li> <li>→ Levels D and E</li> <li>→ HEW 8, 9 and 10</li> </ul>

Number of Employees	CEO	KMP	Other executives/general managers	Senior Managers	Other managers
→ 10,000+	<ul style="list-style-type: none"> <li>→ Vice-Chancellor</li> <li>→ President</li> <li>→ Vice-Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>→ Deputy Vice-Chancellor</li> <li>→ Pro Vice-Chancellor</li> <li>→ Chief Financial Officer</li> <li>→ Director of Finance, Legal etc</li> <li>→ Heads of functions such as Head of Academic; Head of Research etc</li> <li>→ Executive Deans (heads of meta functions)</li> <li>→ Student International</li> <li>→ Research</li> <li>→ Institute Directors</li> </ul>			