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How to Guide | Exploring the Australian job market

Use this guide to help you:

- Understand the key industries that employ people in Australia
- Learn about job opportunities in different industries
- Search for job opportunities in your area

Step 1 | Understand different industries and occupations

Depending on your work experience, you may be interested in a number of different occupations in different industries. There are 19 industry sectors and 8 occupation categories in Australia. Learn about them here:

- [Information about job types and industries fact sheet](#) in our [additional resources](#) – a guide to occupation and industry types
- [Australian Jobs 2017](#) or the [Australian Jobs Occupation Matrix](#) – annual government publications that track industry and occupation trends, including which industries have more part-time work opportunities

JobOutlook.gov.au is another useful Department of Employment site that provides detailed information on each of the occupations included in the [Australian Jobs Occupation Matrix](#).

It also has a careers quiz to help you identify what type of work you enjoy doing.

Step 2 | Learn about job opportunities in different industries

Employment trends in different industries change quickly, so they are difficult to forecast. While you should consider these trends when you are searching for a job, it's more important to choose a job that you have skills for and that you are interested in.

You can find information on employment trends at:

- [employment.gov.au/skill-shortages](https://www.employment.gov.au/skill-shortages) – information on which occupations currently have skill shortages (nationally and by state)
- [employment.gov.au/entry-level-labour-markets](https://www.employment.gov.au/entry-level-labour-markets) – information about entry-level jobs such as personal care workers, apprentices, hospitality and sales workers
- [Lmip.gov.au](https://www.lmip.gov.au) – This Labour Market Information Portal (LMIP) brings together data from a range of sources to help you understand jobs in your local area. It also predicts growth for different industries.

Department of Employment projections

Industry	Projected employment growth – five years to November 2020	
	('000)	(%)
Agriculture, Forestry and Fishing	-9.4	-3.1
Mining	-31.9	-14.1
Manufacturing	-45.7	-5.3
Electricity, Gas, Water and Waste Services	0.8	0.6
Construction	87.0	8.3
Wholesale Trade	3.1	0.8
Retail Trade	106.0	8.4
Accommodation and Food Services	98.8	12.0
Transport, Postal and Warehousing	52.2	8.5
Information Media and Telecommunications	8.8	4.0
Financial and Insurance Services	37.4	8.5
Rental, Hiring and Real Estate Services	25.8	11.9
Professional, Scientific and Technical Services	151.2	14.8
Administrative and Support Services	32.6	7.8
Public Administration and Safety	51.2	7.0
Education and Training	121.7	13.0
Health Care and Social Assistance	250.2	16.4
Arts and Recreation Services	24.5	10.8
Other Services	25.5	5.3
All Industries	989.7	8.3

Step 3 | **Learn about job opportunities in your local area**

There are a number of ways to find out about jobs in your local area:

- Your local council should be able to provide you with information about employment trends, local job sites and local employers or industry associations.
- You can also search for local organisations by industry using the online Yellow Pages.

State governments also target different industries to support economic growth. For example, the Victorian Government has targeted:

- construction technologies
- creative industries
- defence technologies
- digital technologies
- food and fibre
- international education
- medical technologies and pharmaceutical
- professional services
- retail, transport distribution, logistics and postal
- transport technologies
- visitor economy/tourism

More information can be found at **Priority industries and sectors:** <http://economicdevelopment.vic.gov.au/victorian-economy-in-focus/priority-industries-sectors>.

Step 4 | **Use your network to learn about employment options**

Many jobs are found through word of mouth.

You may feel uncomfortable asking people that you know for a job, but talking to people about their jobs can provide valuable insights into industries, companies and occupations.

Use our [Finding jobs that are not advertised guide](#) in our [additional resources](#) to find out more about networking.

Questions you could ask include:

- ✓ What training is required for this type of work?
- ✓ What does a typical day look like?
- ✓ What is the best way to get into this type of work?

- ✓ What are the job conditions like?
- ✓ What part of the job do you find most enjoyable/challenging?
- ✓ Is there a demand for people in this occupation?
- ✓ Do you think I have the right experience to be hired in this occupation?

Step 5 | Identify occupations and industries that match your experience

Use our [Knowing your skills guide](#) in our [additional resources](#) to help you identify your 'transferable' skills – skills you already have that you can use in a new role. Look at your previous jobs and think about:

- **Outcomes** – What kind of outcomes have you achieved in your previous jobs? What kind of jobs require similar outcomes?
- **Skills** – What skills or knowledge did you use in your previous jobs? What other jobs use similar skills and knowledge?
- **Industry** – What other organisations did your company liaise with? Think of suppliers, competitors, partners, government, industry associations, clients or distributors. Could you work for one of these?
- **Customers** – What type of customers did your company service? What other companies or industries service this customer group?

Use keywords (e.g.: 'customer service', 'frontline', 'editor', 'fitter') in job search websites such as [Seek](#) or career sites like [JobOutlook](#).

Example of keyword search in Seek.com.au

<https://www.seek.com.au/fitter-jobs>

The screenshot shows the Seek.com.au website interface. At the top left is the 'seek' logo. To the right are links for 'Sign in or Register' and 'Employer site'. Below the logo is a navigation bar with 'Job Search' selected, and other options like '\$150k+ Jobs', 'Profile', 'Company Reviews', and 'Advice & Tips'. The main search area has two sections: 'What' and 'Where'. Under 'What', there is a text input field containing 'fitter' and a dropdown menu set to 'Any Classification'. Under 'Where', there is a text input field with the placeholder 'Enter suburb, city, or region' and a pink 'SEEK' button. Below the search bar are filters for 'All work types', 'paying \$0', 'to \$200k+', and 'listed any time'. The results section shows '3,385 jobs found' and 'Sorted by relevance'. The first result is 'Diesel Fitter / Diesel Mechanic / HD Fitter (18 positions going)' with a 'Featured' tag. On the right side, there is a checkbox for 'Receive new jobs for this search by email'.

Example of keyword search in JobOutlook.gov.au

The screenshot shows the JobOutlook.gov.au website interface. At the top, there is a navigation bar with links for 'Career Quiz', 'Explore Careers', 'Explore Industries', and 'Explore A to Z'. A search bar is located on the right. Below the navigation bar, the main content area is titled 'Explore Careers'. A filter section is visible, with the 'Keyword' field containing 'customer service'. Other filters include 'Industry' (All), 'Skill Level' (All), 'Future Growth' (All), 'Job Type' (All), and 'Work Style' (All). There are 'APPLY FILTER' and 'CLEAR FILTER' buttons. Below the filter section, the 'Job Profiles' section is displayed, showing results for 'Bank Workers' and 'Call or Contact Centre Workers'. The 'Bank Workers' profile includes details such as 'Avg. Weekly Pay \$1,101 Before Tax', 'Future Growth moderate', and 'Skill Level Certificate II or III'.

Our [Applying for advertised jobs guide](#) in our [additional resources](#) also lists other recruitment sites.

You may also want to use [LinkedIn](#) or personal networking to see where other people from your company have moved. There may be opportunities for you to move to the same or a similar organisation.

Consider your values and what is important to you when taking on a job.

These could include expertise, money, work conditions, location, meaning, relationships and teamwork, challenge, autonomy, security, work/life balance, community or ethics.

We are all motivated by different things and what may be right for one person may not be right for you.

Find related guides on our resources page
www.workingforeveryone.com/resources