



JOBS GALORE.

2017

careersnz
mana rapuara aotearoa

Important note

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The information in this book is a guide only. Please check other information sources before making any decisions about study, training or work.

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To order copies of Jobs Galore:

Go to the Practitioners section of the Careers New Zealand website. You will find an order form on the Tools and Activities page.

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JOBS GALORE 2017

The New Zealand Occupational Information Handbook

Puka-ā-ringā Pārongo Mahi o Aotearoa

Nau mai, haramai, piki mai – Welcome

Jobs Galore is a practical resource for key influencers, including teachers and tutors, parents and family members, and other community members, involved in career change or planning.

In this volume you will find 413 job outlines, each of which includes information such as:

- job opportunities
- pay rates
- training requirements
- what you will do for that job.

We hope you enjoy using this edition of Jobs Galore. We welcome suggestions for improvement.

Channels and Digital Resources
Careers New Zealand

Extract only

Jobs Galore 2017 is an extract from our more comprehensive set of job description information.

The complete set of information for each job is available at **careers.govt.nz**

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WHAT IS A CAREER?

A career brings together all the experiences you have over your lifetime, including your culture, family life, friendships, community activities, leisure choices, work and learning. These experiences shape your values and help you gain new skills.

Community

A personal contribution to the community, eg, volunteering at a non-profit organisation or church.

Cultural and spiritual activities

These can help you understand the different ways people think, work, play and relate.

Interests

Things you enjoy spending time and energy on, eg, sport, music, science or reading.

Learning

Any formal or informal learning opportunities, eg, enrolling in wānanga or being in a band.

Life roles

Roles that change over the course of your life, eg, child, parent, caregiver or worker.

Paid work

Part-time, full-time, permanent, self-employed, casual or contract work.

Work experience

Working without pay to gain experience in a certain area, eg, volunteering or taking an internship.

Use our interactive tools at careers.govt.nz/tools

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BEING CAREER READY

Being career ready gives you a sense of direction, now and into the future.

It means making informed decisions at various stages of your life and following through with them.

There are three things you need to do to get career ready:

1

KNOW YOURSELF

understand yourself and what influences you

2

GET CAREER IDEAS

investigate your learning and work options, now and in the future

3

TAKE ACTION

plan, manage change and transition, and take the right actions

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EMPLOYABILITY SKILLS

Employability is the skill of getting and keeping a job. It's also how you approach work and get the job done. It's more than what you do – it's also part of who you are.

Employability skills are generally developed and built over time. As well as formal education and work experience, skills can be learned through community, sport, cultural, home and recreational activities.

This means most people have the opportunity to develop employability skills through everyday activities, and are probably already using them whether they know it or not!

Employers value these employability skills:

1. Positive attitude

This is an essential factor in getting and keeping a job. Employers look for people who show enthusiasm and have a respectful, "can do" approach.

2. Communication

Having the skills to give and receive information, and express your ideas and thoughts with those around you.

3. Teamwork

Involves building relationships and working alongside others using skills like:

- working co-operatively
- contributing ideas and suggestions
- communicating clearly
- taking responsibility.

4. Self-management

Employers value people who manage themselves well in lots of different situations, and carry out tasks in a professional manner.

5. Willingness to learn

Being willing to learn new tasks, skills and information. Interested in doing work more efficiently and creatively.

6. Thinking skills

Being able to identify and assess options before making a decision. Recognise problems and use initiative to find solutions.

7. Resilience

Being able to handle everyday challenges and bounce back afterwards is an invaluable life tool.

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CAREERS NZ SUPPORT SERVICES

Advice Line

0800 222 733 Monday to Friday, 8am to 6pm.



What's available over the phone:

Phone advice

Talk one-to-one with a career adviser for information and advice about:

- courses and jobs
- training and study.

Our advisers will direct you to helpful information on our website.

Website support

For career practitioners, educators and employers.

A career adviser will help you navigate our website and direct you to useful tools and resources.

Career guidance

An in-depth guidance session with a career development consultant over the phone or internet.

Call **0800 222 733** or go online at **careers.govt.nz/chat** to make an appointment.

Use our interactive tools at **careers.govt.nz/tools**

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CAREERS NZ SUPPORT SERVICES

Website

careers.govt.nz



What's available online:

General information

On our website you'll find careers-related information, tools and resources.

The educators section in careers.govt.nz/practitioners is especially helpful for working with students.

Helpful advice

Advice, ideas and articles related to careers:

- how to get a job
- working life
- education and training
- career planning
- employability skills.

Online chat

Chat one-to-one with a career adviser about:

- courses and jobs
- training and study.

Our advisers will direct you to helpful information on our website.

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Summary

Accountants provide accounting systems and services relating to taxation and the financial dealings of organisations and individuals.

Pay:

Pay rates for accountants vary depending on the region they work in, their level of experience and the size of the organisation they work for.

- Graduates start as assistant accountants, and earn between \$35,000 and \$75,000 a year.
- Accountants earn between \$60,000 and \$115,000.

Job opportunities: Chances of getting a job as an accountant are good due to demand for experienced workers.

Length of training: 3–6 years of training required.

About the job

What you will do:

- prepare financial statements and reports for clients or company management
- record the amount of money spent and received daily by clients or company management
- develop, forecast and check budgets
- prepare goods and services tax (GST) and other returns, such as surveys, pay as you earn (PAYE) and tax forms
- advise on financial aspects of businesses such as budgets, tax and cashflows
- review accounting procedures and analyse the financial performance of businesses
- assist management with strategic planning and human resources.

Skills and knowledge needed:

- knowledge of finance, economics and marketing
- knowledge of business management practices, including business ethics
- accounting and maths skills.

How to enter the job

To become an accountant you need to have a commerce, business or accounting degree majoring in accounting. Most people working in accountancy are members of Chartered Accountants Australia New Zealand (CA), and employers prefer this.

To become a chartered accountant with CA you must:

- complete a commerce, business or accounting degree at a CA-approved university
- complete three years of workplace experience
- complete the Graduate Diploma of Chartered Accounting run by CA.

To become an accounting technician you need to complete two years of tertiary study. This could be either:

- a New Zealand Diploma in Business
- degree-level study in accounting and business.

Accounting technicians must also complete one year of relevant accounting experience before, during or after they complete their tertiary study.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful subjects include accounting, economics, English and maths with statistics and calculus.

Personal qualities needed:

- methodical and accurate, with a good eye for detail
- able to work well under pressure
- honest and responsible
- skilled in analysing and interpreting information
- skilled in organising and planning
- good problem-solvers
- good communicators and able to deal well with people.

Useful experience:

- accounts and auditing work
- accounting software experience
- work in offices and administration.

Related jobs: Auditor, Accounts Officer, Finance Manager, Quantity Surveyor.

Vocational pathways: Services industries.

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Accounts Officer

Summary

Accounts officers arrange the payment of bills and accounts for their organisation.

Pay:

Pay rates for accounts officers vary depending on the type of role they do.

- Accounts officers/assistants earn between \$34,000 and \$55,000 a year.
- Bookkeepers earn between \$40,000 and \$70,000.
- Accounts receivable officers earn between \$40,000 and \$75,000.
- Accounts payable officers earn between \$38,000 and \$75,000.
- Payroll officers earn between \$45,000 and \$90,000.

Job opportunities: Chances of getting a job as an accounts officer are average, as vacancies arise regularly despite the number of positions falling.

Length of training: No specific training requirements.

About the job

What you will do:

- handle general accounts queries
- arrange payment of bills and accounts
- check and bank payments received each day
- keep records of financial transactions
- check credit ratings of new customers
- keep records of costs such as labour and materials
- compare costs with budgets.

Skills and knowledge needed:

- basic accounting and maths skills
- an understanding of how goods and services tax (GST) works
- knowledge of computer and accounting software.

Kaituhi Kaute

How to enter the job

There are no specific entry requirements to become an accounts officer as skills and qualifications are gained on the job.

Secondary education: At least three years of secondary education is preferred. Useful subjects include English, maths, computer studies and accounting.

Personal qualities needed:

- good record-keepers
- good communicators.

Useful experience:

- accounting
- clerical work
- bookkeeping.

Experience in buying and selling may also be useful.

Related jobs: Bank Worker, Payroll Officer, Accountant.

Vocational pathways: Services industries.

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Summary

Actors entertain people by acting out a role using body movement and speech.

Pay:

Pay rates for actors vary depending on your ability, how often you work, and what type of work you do. Actors may work in amateur theatre and perform for little or no money. They often need to combine their work with other forms of employment, as acting work tends to be irregular.

Job opportunities: Chances of getting work as an actor are poor because the performing arts industry in New Zealand is small.

Length of training: No specific training requirements.

About the job

What you will do:

- audition for parts in performances on stage, in film or on television
- study scripts to understand the part they are playing
- research their character
- memorise and rehearse their character's lines, cues and physical movements
- discuss their character with the director and the other actors they work with
- act out the role for an audience or in front of a camera
- improvise parts of their character's personality or actions during rehearsal or in front of an audience
- perform stunts for an audience or in front of a camera.

Skills and knowledge needed:

- knowledge of how people behave and speak, so that they can create believable characters
- the ability to project their voice to fill a room
- knowledge of a variety of books, plays, and poetry
- knowledge of different cultures
- skill in interpreting and analysing roles
- knowledge of different stunts, including which stunts to perform in certain situations and the best way of performing them
- the ability to use specialist stunt equipment such as flying harnesses and airbags
- skills relating to the type of stunts they are performing such as martial arts, gymnastics or driving.

How to enter the job

There are no specific entry requirements to become an actor. However, a Diploma or Bachelor of Performing Arts, or a Bachelor of Arts majoring in drama or dance may be useful.

To become a stuntperson you need to have the skills, knowledge and ability to perform stunts. To be a member of the Stunt Guild of New Zealand you must be at least 18 years of age and meet other specific criteria.

Secondary education: A good level of spoken English is important, and subjects such as drama, history, social studies and maths are useful. Participating in extracurricular activities, such as theatre sports and debating, is also useful.

For stunt work, physical education may be useful.

Personal qualities needed:

- able to memorise lines
- able to take direction, accept criticism and work well under pressure
- disciplined and motivated
- creative and imaginative
- able to work well as part of a team
- organised.

Useful experience:

- amateur acting
- modelling or dancing
- any sport or other pursuit that involves teamwork
- physical activities such as horse riding, gymnastics, scuba diving and boxing.

Because acting involves playing all sorts of characters, any life experience is also helpful.

Related jobs: Dancer, Entertainer, Musician, Model.

Vocational pathways: Creative industries.

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Actuary

Summary

Actuaries predict and assess the financial risks and impacts of future events. They work in areas such as insurance, superannuation and investment.

Pay:

Pay for actuaries varies depending on experience.

- Trainee actuaries can expect to earn \$35,000 to \$90,000 a year.
- Fully qualified actuaries with five to eight years' experience can earn \$90,000 to \$120,000.

Job opportunities: Chances of getting work as an actuary are poor due to the small size of the occupation.

Length of training: 5-8 years of training usually required.

About the job

What you will do:

- collect and analyse statistics about past financial events
- forecast the effect of future financial events
- analyse and solve business problems using mathematical and statistical modelling techniques
- give advice to businesses and government on managing financial and other business risks
- prepare reports and advise on insurance, investment, superannuation and management of funds
- calculate the assets and liabilities of insurance companies, and determine their financial strength
- help to determine a company's financial results.

Skills and knowledge needed:

- knowledge of maths, statistics, economics, accounting, finance and investment
- understanding of the risks involved in running a business
- knowledge of business management and law, including economic and social law.

Kaitauwhiro Pūtea

How to enter the job

To become an actuary it is recommended you have:

- a Bachelor's degree in mathematics or statistics
- an Honours degree, which can be in a non-mathematical subject.

To become a fully qualified actuary you must pass a number of exams, which are set by the UK Institute of Actuaries. You can sit these exams in New Zealand – they are run either through the Institute of Actuaries in Australia or the UK Institute of Actuaries.

Most people sitting their exams work part time – ideally in an insurance firm or actuarial business – while studying. It takes five to eight years to complete the exams.

Once you complete these exams, you must register as a Fellow of the New Zealand Society of Actuaries.

Secondary education: A tertiary entrance qualification is required to enter further training. Good grades in English, and maths with calculus and statistics are required. Economics is also useful.

Personal qualities needed:

- accurate and methodical
- able to communicate well
- able to write reports
- skilled at analysing and interpreting information
- good at solving problems and making decisions.

Useful experience:

- work for an insurance company
- accounting and computer work
- experience analysing financial statements
- any work involving maths and statistics.

Related jobs: Accountant, Finance Manager, Insurance Loss Adjuster, Insurance Claims Officer, Economist.

Vocational pathways: Services industries.

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Summary

Acupuncturists treat patients using therapies such as needle acupuncture, the heating of acupuncture points (moxibustion) and tuina (massage).

Pay:

Pay for acupuncturists varies depending on the number of hours they work in a week. Most are self-employed and charge an hourly rate, but are increasingly employed by multi-disciplinary clinics.

- New acupuncture graduates employed by a clinic can earn between \$33,000 and \$40,000 a year.
- Self-employed acupuncturists usually charge between \$60 and \$120 per hour, depending on experience and location.
- Overall, acupuncturists usually earn an average of \$33,000 a year, as a third only work part time.

Job opportunities: Chances of getting full-time work as a newly-qualified acupuncturist are average, but demand is good for experienced acupuncturists.

Length of training: 4 years of training required.

About the job

What you will do:

- consult with patients about their health
- examine patients and diagnose health problems using the principles of traditional Chinese medicine
- discuss treatment options with patients
- locate acupuncture points and insert acupuncture needles
- use and prescribe herbal medicines to treat patients
- give dietary advice, tuina (massage), moxibustion (heat), cupping (suction), exercise therapy and laser therapy
- keep accurate patient records
- refer patients to other health services when necessary.

Skills and knowledge needed:

- knowledge of traditional Chinese medicine and its philosophy, theory and practice
- skill in diagnosing illness and practising acupuncture
- knowledge of Western medical theories about the human body and how it functions, treatment procedures and pharmacology
- knowledge and understanding of a professional code of ethics.

Those running their own practice will also need small business skills.

How to enter the job

To become an acupuncturist you need to have a Bachelor of Health Science (Level 7) in either acupuncture or Chinese medicine. This degree is available from:

- New Zealand School of Acupuncture and Traditional Chinese Medicine
- New Zealand College of Chinese Medicine.

Secondary education: NCEA Level 2 is required to enter tertiary training. Useful subjects include biology, chemistry, English and Chinese.

Personal qualities needed:

- patient and accurate
- observant and responsible
- good communicators
- good at problem solving
- well organised
- able to inspire confidence in others.

Useful experience:

- work in traditional Chinese medicine
- work in the health sector
- counselling work.

Experience living or studying in an Eastern culture and learning about Eastern philosophy is also useful. Many acupuncture students have a background in martial arts.

Related jobs: Naturopath, Massage Therapist, Osteopath, Physiotherapist.

Vocational pathways: Social and community services.

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Administration Officer

Summary

Administration officers perform a range of administrative tasks to ensure an organisation runs efficiently.

Pay:

Pay for administration officers varies depending on their experience and skills.

- Administration officers with less than a year's experience usually earn between \$35,000 and \$45,000 a year.
- Administration officers with one to three years' experience usually earn between \$38,000 and \$50,000.
- Project administration officers with more than three years' experience usually earn between \$45,000 and \$62,000.

Job opportunities: Chances of getting a job as an administration officer are average for people without experience, but good for those with experience.

Length of training: No specific training requirements.

About the job

What you will do:

- prepare and track budgets, pay bills, and do banking and invoicing
- monitor and/or maintain equipment and supplies
- ensure health and safety issues are addressed, including making staff aware of building safety procedures and safe work practices
- work on reception
- organise meetings and take minutes
- oversee, distribute and file correspondence
- project or database management
- research, records management and filing.

Skills and knowledge needed:

- budgeting and office finance systems
- health and safety laws
- minute taking and report writing.

Āpiha Whakahaere Mahi

How to enter the job

There are usually no entry requirements to become an administration officer as skills are learned on the job.

Secondary education: NCEA Level 1 in English and maths is usually required to become an administration officer. However, many employers prefer staff to have at least NCEA Level 2 English and maths.

Keyboard and computing skills are also useful.

Personal qualities needed:

- good time managers and able to prioritise and multitask
- good communicators
- skilled writers
- able to use a variety of computer software
- able to work well in a team environment
- able to show initiative
- friendly and approachable
- discreet and diplomatic when dealing with confidential issues
- problem-solvers.

Useful experience:

- administration or reception work
- accounting
- information technology (IT) work.

Related jobs: Receptionist, Contact Centre Worker, Secretary, Office Manager, Personal Assistant.

Vocational pathways: Services industries.

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Summary

Advertising specialists discuss clients' requirements, and plan, prepare and present advertising campaigns to sell products or services.

Pay:

Pay for advertising specialists varies, depending on experience and the size of the agency they work for.

According to the 2013 Census, advertising specialists usually earn between \$43,000 and \$100,000 a year.

Job opportunities: Chances of getting a job as an advertising specialist are good as the number of positions is rising.

Length of training: No specific training requirements.

About the job

What you will do:

- source new clients
- discuss with the client their product, what kind of advertising they want, and what medium to use
- research the product, client or service
- think up advertising ideas for print, television or direct mail in partnership with a copywriter and other members of the creative team
- help prepare advertising campaigns
- present drafts and ideas to the client
- negotiate contracts with people involved in the advertising process such as photographers, talent (people featuring in advertisements), television directors and other production workers
- co-ordinate the production of the advertising.

Skills and knowledge needed:

- knowledge of advertising and promotional methods, and how to target specific audiences
- the ability to come up with new marketing and advertising ideas, and opportunities for clients
- an understanding of market research.

How to enter the job

To become an advertising specialist you need to have excellent design skills, creative ability and experience in marketing and advertising. You also need to have a portfolio of your work as most employers want to see this.

Some employers also require a relevant tertiary qualification, such as a degree or diploma in advertising, marketing, sales, communications, graphic design or media studies.

Secondary education: A tertiary entrance qualification is needed to enter further training. Useful subjects at school include English, art, art history, maths with statistics, or economics.

Personal qualities needed:

- creative
- observant, with an eye for detail
- good listening and negotiation skills
- analytical skills for determining clients' needs
- good at managing time, planning and budgeting
- excellent communication skills for presenting and selling ideas to clients.

Useful experience:

- work in radio, television or newspapers
- work as a graphic designer or artist
- any art or design work
- typographical work
- business management
- sales and marketing
- public relations.

Related jobs: Advertising, Sales and Marketing Manager, Public Relations Professional.

Vocational pathways: Services industries, Creative industries.

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Advertising, Sales and Marketing Manager

Kaiwhakahaere Hokohoko

Summary

Advertising, sales and marketing managers plan and direct the development, promotion and sale of an organisation's goods and services.

Pay:

Pay rates for advertising, sales and marketing managers vary.

- Advertising managers earn an average of \$90,000 a year.
- Regional sales managers usually earn \$75,000 to \$180,000.
- National sales managers usually earn \$120,000 to \$300,000.
- Marketing managers in the public or not-for-profit sector usually earn \$85,000 to \$130,000.
- Marketing managers in the corporate sector usually earn \$100,000 to \$180,000.
- Some employers offer a bonus structure.

Job opportunities: Chances of getting a job as an advertising, sales and marketing manager are good due to increasing demand.

Length of training: 2-3 years of training usually required.

About the job

What you will do:

- make policies and plans for the advertising, sales and marketing activities of an organisation
- help develop new products and services using market research
- decide on pricing and special deals for goods and services
- analyse customer feedback and monitor customer satisfaction
- supervise and co-ordinate the work of salespeople.

Marketing managers who do fundraising for charitable organisations also contact people to find donors and organise fundraising events. They may also write press releases and give statements to the media.

Skills and knowledge needed:

- knowledge of the products or services they sell, the market for those products or services, and how to advertise or promote them
- knowledge of staff management and budgeting
- knowledge of finances, to help with costing goods and services
- administrative skills
- research skills.

How to enter the job

A tertiary qualification in business management, marketing or commerce is usually needed to become a marketing manager, and preferred for advertising and sales managers.

Most employers also require you to have relevant advertising, sales or marketing experience and a driver's licence.

On-the-job training is important, as advertising, sales and marketing managers are required to have up-to-date knowledge of new products and services, and consumer trends. Companies often run courses for staff or send them on courses to update their knowledge.

Secondary education: Four years of secondary school education is usually required to enter tertiary training. Useful subjects include English, maths with statistics, economics and accounting.

Personal qualities needed:

- creative
- persistent and motivated
- able to lead and persuade people
- enquiring and analytical
- good at networking
- good at communicating
- skilled at planning
- able to work well under pressure.

Useful experience:

- work as a sales representative
- call centre or other customer service work
- public relations work
- market research
- work in a newspaper, advertising or media agency
- experience in human resources
- work involving negotiation.

Related jobs: Sales Representative, Advertising Specialist, Retail Manager, Marketing Specialist.

Vocational pathways: Services industries, Creative industries.

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Aeronautical Engineer

Summary

Aeronautical engineers plan and supervise the design, development, manufacture, modification, and maintenance of all types of flight vehicles.

Pay:

Industry sources indicate that the average gross annual salary for aeronautical engineers was about \$82,500 in 2011, with the highest-paid 25% earning an average of \$90,450, while the lowest-paid 25% earned an average of \$73,750 a year.

Senior aeronautical engineers in charge of a team or leading a project may earn more than \$100,000 a year.

Job opportunities: Opportunities for aeronautical engineers are good due to a shortage of workers.

Length of training: 3–4 years of training required.

About the job

What you will do:

- study aircraft defects or faults, and recommend repairs or modifications
- design equipment or tools to repair or maintain aircraft
- discuss designs and data with colleagues, aircraft engineering tradespeople, aircraft manufacturers, and airline owners
- make detailed records of drawings, technical instructions, assessments, and calculations
- oversee the design of new aircraft or modifications to existing aircraft
- give technical and regulatory advice to professionals in the aerospace industry.

Skills and knowledge needed:

- knowledge of aircraft structures and engine systems
- a good understanding of aerodynamics (how aircraft fly) and thermodynamics (the effects of heat on aircraft)
- knowledge of design techniques and engineering principles
- an understanding of mechanical processes and the metals and alloys used in aircraft
- knowledge of civil aviation laws and regulations
- the ability to explain complicated ideas in simple language for report writing or to express design plans to aircraft engineers and technicians
- the ability to use computer-aided design (CAD).

Mataaro Whakahaere Pūkaha Rererangi

A

How to enter the job

To become an aeronautical engineer you need to have a Bachelor of Engineering. Some people may complete National Certificates in Aeronautical Engineering (Levels 3 and 4) before deciding to do a degree.

Aeronautical engineers should aim to become chartered professional engineers and Civil Aviation Authority design approval holders after five or more years of industry experience.

They may choose to become members of the Aircraft Engineering Association of New Zealand.

Secondary education: A tertiary entrance qualification is needed to enter tertiary training. NCEA Level 3 maths, physics and chemistry is preferred.

Personal qualities needed:

- confident
- adaptable and creative
- practical and accurate
- analytical, and good at problem solving
- able to work well under pressure.

Useful experience:

- any work involving machinery, engines or vehicles
- technical drawing
- inventing mechanical or electronic devices or equipment.

Related jobs: Aircraft Maintenance Engineer, Electronics Engineer, Mechanical Engineer, Electrical Engineer, Engineering Machinist.

Vocational pathways: Manufacturing and technology, Services industries.

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Aeroplane Pilot

Summary

Aeroplane pilots fly aircraft to transport people or goods. Some pilots fly aircraft to aerially spread fertiliser or bait.

Pay:

Pay for aeroplane pilots varies depending on their position, type of plane, route, length of service and employer.

- Entry-level charter pilots usually work part time, on call, and are paid between \$25 and \$80 an hour.
- Agricultural pilots start on between \$50,000 and \$70,000 a year, and a few may earn \$150,000.
- Pilots starting on domestic routes (as first officers) usually earn \$50,000 on turboprops and \$90,000 on jet aircraft. As captains they can earn \$150,000 on turboprops and \$190,000 on jet aircraft.
- Pilots starting on international routes (as second officers) start on a training rate of \$80,000, rising to \$92,000 when qualified. As captains, they can earn \$300,000.

Job opportunities: Chances of getting a job as an aeroplane pilot are good due to increasing demand.

Length of training: 2-3 years of training required.

About the job

What you will do:

- prepare or check flight plans
- do pre-flight checks, including checking weather forecasts, the plane's load, fuel and equipment
- calculate the amount of fuel needed for flights
- programme flight management systems
- liaise with air traffic control
- navigate and fly the plane to its destination
- write flight reports and keep a flight log.

Skills and knowledge needed:

- excellent flying skills
- knowledge of flight theory and flight planning
- skill in interpreting flight plans, weather information and navigation data
- understanding of civil aviation laws
- knowledge of safety rules and emergency procedures.

Agricultural pilots also need to have:

- knowledge of different types of farming, and the chemicals and fertilisers farmers use
- an understanding of the Hazardous Substances and New Organisms (HSNO) Act and Resource Management Act
- knowledge of air and water quality plans and industry codes of practice.

Kaiwhakarere

How to enter the job

To become a commercial aeroplane pilot you need a New Zealand Diploma in Aviation or a Bachelor of Aviation, which includes a Commercial Pilot Licence (CPL).

To get either qualification you must:

- be at least 18 years old
- pass (with average or above) the ADAPT pre-pilot screening test
- pass a Class 1 Medical Examination
- hold a current NZ Private Pilot Licence (which you can get when you are 17)
- pass written exams
- complete 200 hours' minimum flying time
- satisfy the Civil Aviation Authority's (CAA) fit and proper person requirements
- pass the English Language Proficiency test.

You need additional hours and/or qualifications to fly as an agricultural pilot, fly by instrument, or fly bigger types of aircraft such as turboprops or jet-engine planes.

Secondary education: NCEA Level 3 is required to enter tertiary training. This includes 14 credits in English (or an English-rich subject such as history), and 14 credits in a number-oriented subject (such as statistics).

If you are between 12 and 18 years old, you can apply to join the Young Eagles flying experience programme, run through local aero clubs.

Personal qualities needed:

- responsible
- able to lead a team
- good at planning, thinking logically and following procedures
- excellent at working under pressure and making quick, sound decisions
- skilled at communicating and getting along with a wide variety of people
- good at record-keeping.

Useful experience:

- work in the aviation industry
- work as an aircraft engineer
- loader/driver work
- experience with navigational and radio equipment.

Related jobs: Aeronautical Engineer, Air Traffic Controller, Aircraft Maintenance Engineer, Flying Instructor, Helicopter Pilot.

Vocational pathways: Services industries.

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Summary

Agricultural engineers perform and supervise engineering work related to the use and development of agricultural land, buildings, machines and equipment.

Pay:

Pay for agricultural engineers varies depending on their qualifications, experience, and employer. According to industry sources:

- Graduate engineers usually earn between \$45,000 and \$50,000 a year.
- Agricultural engineers with four to six years' experience can expect to earn between \$70,000 and \$100,000.
- Those with 10 or more years' experience may earn over \$100,000.

Job opportunities: Chances of getting a job as an agricultural engineer are average – although they are in demand, the occupation is small.

Length of training: 3–4 years of training required.

About the job

What you will do:

- determine clients' requirements
- research the use of energy sources, machinery and materials
- study the environmental and safety aspects of planned work
- prepare plans and drawings of machines, machine parts or machinery systems
- use computer-aided design (CAD) software to design and model plans
- prepare cost estimates for jobs
- design and supervise the building, installation, repair and replacement of systems
- review and test new systems.

Skills and knowledge needed:

- knowledge of mechanical and agricultural processes
- knowledge of physics
- knowledge of safety regulations and quality standards
- mathematical modelling and design skills
- knowledge of relevant legislation such as the Resource Management Act, the New Zealand Building Code, local by-laws and planning regulations
- computer skills, including the ability to use computer-aided design (CAD) software.

How to enter the job

A Bachelor of Engineering, usually including specialist agricultural engineering papers, or equivalent is required to become an agricultural engineer.

Some employers may prefer you to have a Bachelor of Natural Resources Engineering, which is only available at the University of Canterbury.

Secondary education: A university entrance qualification (NCEA Level 3) is required. Useful subjects include English, maths with calculus, physics and chemistry.

Personal qualities needed:

- skilled at analysing and interpreting information
- practical and logical, with good problem-solving skills
- good at planning and organising
- creative and innovative
- able to work well under pressure
- able to work independently and in a team.

Useful experience:

- work in building, construction, roading or agriculture
- environmental, draughting or surveying work
- practical work such as site investigations or geotechnical testing.

Related jobs: Mechanical Engineer, Civil Engineer, Biomedical Engineer, Agricultural/Horticultural Consultant.

Vocational pathways: Manufacturing and technology, Primary industries.

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Agricultural Field Representative Māngai Taiao Ahuwhenua

Summary

Agricultural field representatives sell products and services to clients such as farm equipment, and advise on crop and livestock management.

Pay:

Pay for agricultural field representatives varies depending on their position in the company, ability, experience, and commission/profit-sharing arrangements:

- Cadet or trainee agricultural field representatives can expect to start on about \$45,000 a year.
- With two to three years' experience, they usually earn between \$55,000 and \$70,000.
- Very experienced agricultural field representatives can earn over \$120,000.
- Agricultural field representatives sometimes earn a base salary and commission, though trainees are usually not paid a commission until they gain experience. The employer also usually provides a uniform, vehicle, phone and running expenses.

Job opportunities: Chances of getting a job as an agricultural field representative are average for people new to the role but good for those with experience.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- advise farmers about product usage, pasture, and crop and livestock management
- negotiate the sale of agricultural products and services
- buy and sell seeds and grains on farms.

Skills and knowledge needed:

- animal handling
- stock breeds, stock health and nutrition
- pasture and crop species and varieties
- performance of products such as farm equipment and agrichemicals
- soil types and fertility
- market values and trends, profitability and how climatic conditions affect market prices
- how to sell agricultural products and services.

Self-employed agricultural field representatives running their own business also require small business skills.

How to enter the job

There are no specific entry requirements to become an agricultural field representative, but knowledge of farm management and farming techniques is an advantage, and a tertiary qualification in agriculture, commerce or farm management is recommended.

National certificates in rural servicing (Levels 3 to 5) are available and you can complete them while working on the job.

A driver's licence is usually required.

Secondary education: NCEA Level 2 English and maths is useful. Science, biology, agriculture and horticulture, and business studies are also useful.

Personal qualities needed:

- have good communication skills, including the ability to relate to a wide range of people
- be hard-working, friendly, patient and able to inspire confidence
- be good negotiators
- be accurate and able to use good judgement because mistakes can be costly
- have good planning, organisational and problem-solving skills
- have record-keeping skills.

Useful experience:

- merchandise sales for a retail servicing company
- farm work.

Related jobs: Agricultural/Horticultural Consultant, Farmer/Farm Manager, Agricultural Technician, Sales Representative.

Vocational pathways: Primary industries.

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Summary

Agricultural technicians perform tests and experiments, and provide technical support to assist agricultural scientists in areas such as research, production, servicing and marketing.

Pay:

Pay for agricultural technicians varies depending on experience and qualifications.

- Agricultural technicians with one to five years' experience usually earn between \$45,000 and \$65,000 a year.
- Those with five or more years' experience can earn between \$55,000 and \$85,000.
- Senior technicians in supervisory or team leader roles may earn more than \$80,000.

Job opportunities: Chances of getting a job as an agricultural technician are average due to good demand for their services, but high competition for jobs.

Length of training: 3 years of training usually required.

About the job

What you will do:

- examine topographical, soil and other physical characteristics of farmland to determine its most effective use
- assist in developing new and efficient methods of planting, fertilising, harvesting and processing crops
- identify insects, parasites, fungi and weeds harmful to crops and livestock, and come up with methods of controlling them
- analyse produce and livestock, and set and maintain standards of quality
- assist in controlled breeding and artificial insemination to develop improved crop and livestock strains
- arrange the supply of drugs, vaccines and other chemicals to farmers and farm managers, and give advice on their use
- collect and collate data for research
- plan slaughtering, harvesting and other aspects of farming production processes
- advise farmers on farming techniques and management.

Skills and knowledge needed:

- different livestock breeds
- livestock anatomy and biology
- animal-handling
- how to perform experiments and operate scientific equipment.

How to enter the job

There are no specific requirements to become an agricultural technician. However, most employers prefer you to have a tertiary qualification such as a Bachelor of Science or Bachelor of Science (Technology), or Masters, majoring in the specific area of agriculture you wish to work in.

Most employers also prefer candidates who have some hands-on work experience in agriculture or horticulture such as work on a farm, work with plants or animals, or at a research facility.

Secondary education: A tertiary entrance qualification is required to enter tertiary training. NCEA Level 2 science and maths is recommended.

Personal qualities needed:

- good at problem solving
- well organised, with good planning skills
- good at written and verbal communication
- skilled at research
- good at analysing and interpreting information.

Useful experience:

- work in farming, agriculture or horticulture
- work with plants or animals
- research work
- other science or laboratory work.

Related jobs: Agricultural/Horticultural Scientist, Agricultural/Horticultural Consultant, Farm Worker, Dairy Farmer, Environmental Scientist.

Vocational pathways: Primary industries, Services industries.

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Agricultural/Horticultural Consultant

Summary

Agricultural/horticultural consultants provide professional advice to farmers and growers on how to improve the profitability, efficiency and sustainability of their farm management systems. They also help to develop business and financial plans.

Pay:

Pay for agricultural/horticultural consultants varies depending on experience and whether or not they are self-employed. Within the bands below, agricultural consultants are likely to earn more than horticultural consultants with the same amount of experience:

- Agricultural/horticultural consultants with less than five years' experience usually earn between \$45,000 and \$80,000 a year.
- Those with more than five years' experience usually earn between \$80,000 and \$150,000.
- More senior agricultural/horticultural consultants earn bonuses, or a proportion of the income they generate for the business. Self-employed agricultural/horticultural consultants charge \$35 to over \$100 an hour. Some earn more than \$150,000 a year.

Job opportunities: Chances of getting a job as an agricultural/horticultural consultant are good due to a shortage of people in the role.

Length of training: 3 years of training usually required.

About the job

What you will do:

- advise farmers and growers on how to improve the profitability, efficiency and sustainability of the farm management system
- assist farmers and growers in developing and implementing business plans
- advise on or oversee budgets, cashflow and production targets for clients
- research factors that affect crop production, pasture growth and animal breeding
- collect data and samples relating to factors that affect production, including produce, feed and soil
- advise farmers and growers on fertiliser and nutrient use to improve productivity and environmental performance
- investigate, plan and advise on methods for coping with natural disasters, such as floods, and pests and diseases.

Skills and knowledge needed:

- in-depth knowledge of the area of agriculture or horticulture
- knowledge of farm or orchard systems management
- business planning and financial management
- understanding of production methods.

Kaitohutohu Ahuwhenua

How to enter the job

Unless you have extensive experience in a relevant field, to become an agricultural or horticultural consultant you need a Bachelor's degree in one of the following:

- agricultural or horticultural science
- commerce
- management
- natural resources and environmental studies

You also need a driver's licence.

Secondary education: A tertiary entrance qualification is needed to enter further training. Useful subjects include biology, chemistry, physics, English and maths, and agricultural and horticultural science.

Personal qualities needed:

- professional
- patient, friendly, empathetic and able to gain the trust of people
- good communicators, with listening and public speaking skills
- good negotiators
- skilled in analysis and decision making
- well organised, with good time management skills.

Useful experience:

- work on livestock farms, orchards or vegetable farms
- sales, marketing or any work dealing with customers or clients
- work within the agribusiness sector such as in banking, fertiliser companies, or industry organisations like DairyNZ and Beef + Lamb New Zealand
- work in an agricultural or horticultural research institution or laboratory.

Related jobs: Agricultural/Horticultural Scientist, Farmer/Farm Manager, Science Technician, Dairy Farmer, Crop Farmer/Crop Manager.

Vocational pathways: Primary industries.

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Agricultural/Horticultural Scientist

Summary

Agricultural/horticultural scientists study farm animals, soils, pastures and crops to improve their yield, health and quality, and to prevent pests and disease.

Pay:

Pay for agricultural/horticultural scientists varies depending on qualifications, experience and the type of work they do.

Agricultural/horticultural scientists in research positions usually apply for a postdoctoral fellowship after getting a PhD. You may need two or three postdoctoral fellowships (lasting two or three years each) before getting a permanent scientist position.

- PhD graduates can earn \$55,000 to \$67,000 a year. Postdoctoral fellows usually start on \$67,000.
- After three to five years' experience you can earn between \$70,000 and \$85,000.
- With 10 years' experience or more, and with increased performance and responsibility, you can earn \$85,000 to \$100,000 or more.

Job opportunities: Chances of getting a job as an agricultural/horticultural scientist are good for scientists working on ways to increase agricultural productivity and sustainability, and average for those without this experience.

Length of training: 5-9 years of training usually required.

About the job

What you will do:

- find ways to improve the quality and value of animal or crop production
- develop farming methods to protect animal welfare and the environment
- develop vaccines and other products to improve animal health and productivity
- run experiments and analyse the results
- advise farmers, vets, and horticultural and agricultural companies
- write for scientific and farming magazines
- present reports at conferences
- manage research budgets.

Skills and knowledge needed:

- knowledge of crops, pastures, soil types and farm animals
- understanding of physiology and biology
- knowledge of agricultural and horticultural chemicals, pests and diseases
- research skills
- practical skills for performing experiments and operating scientific equipment.

Kaipūtaiao Ahuwhenua

A

How to enter the job

To become an agricultural/horticultural scientist you generally need a PhD in science in an area such as agricultural science, microbiology or biochemistry.

Secondary education: A tertiary entrance qualification is required to enter further training. NCEA Level 3 biology, chemistry, maths, computer studies and English are preferred.

Personal qualities needed:

- accurate
- objective
- enquiring and observant, especially when recording results
- good at problem solving
- good communicators
- skilled at writing
- good at maths
- patient and motivated, as many projects are long-term.

Useful experience:

- experience in a laboratory
- sales work with a fertiliser or crop and seed company.

Related jobs: Zoologist, Microbiologist, Biochemist, Biotechnologist, Veterinarian.

Vocational pathways: Primary industries.

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Air Force Airman/Airwoman

Summary

Air force airmen/airwomen are enlisted personnel in the Royal NZ Air Force. They specialise in a specific trade such as aircraft technician or aviation refueller.

Pay:

Pay for air force airmen/airwomen varies depending on their trade and rank.

- Recruits earn a training salary of about \$32,000 a year.
- Aircraftsmen and leading aircraftsmen earn between \$45,000 and \$61,000.
- Corporals and sergeants earn between \$53,000 and \$79,000.
- Flight sergeants earn between \$68,000 and \$90,000.
- Warrant officers earn between \$77,000 and \$104,000.

Job opportunities: Chances of getting a job as an airman/airwoman are good because the air force holds regular intakes to replace those leaving and to fill specialist trades.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- operate and maintain military equipment, including weapons, radios and vehicles
- train in a number of areas, including first aid and fitness
- do manual work such as loading and unloading supplies
- take part in ceremonial events such as parades
- wartime-scenario exercises and combat in war zones
- take part in peacekeeping operations as part of a United Nations force
- help in search and rescue efforts and as part of disaster relief efforts in New Zealand and overseas.

Air force airmen/airwomen will also train in a specific role or trade, such as aircraft technician, and carry out specific tasks and duties related to their role.

Skills and knowledge needed:

- Air force regulations, tactics and protocol, including health and safety, ethics, and conduct
- Air force drills and parade requirements
- combat skills such as ability to operate and maintain weapons and radio equipment
- first aid and rescue techniques.

Air force airmen/airwomen also need to have skills and knowledge related to their field of specialisation, or trade. For instance, air force medics need knowledge of emergency care, nursing and surgical methods.

Tangata Tauārangī

How to enter the job

To be eligible for basic training to become an air force airman/airwoman in the New Zealand Air Force you need to:

- be at least 17 years old
- pass a medical and fitness test
- have a clean police record
- have NCEA Level 1 literacy and numeracy credits
- be a New Zealand citizen or permanent resident.

Some air force trades require you to:

- have NCEA credits in Level 1 or Level 2 science
- have a driver's licence
- pass a colour vision test.

If you meet these requirements, you will also need to:

- pass an aptitude test
- attend a formal interview for your selected trade (area of specialisation).

Once accepted into the air force, recruits undertake:

- a 12-week recruit training course at the RNZAF base at Woodbourne near Blenheim
- specialist training in their chosen trade.

Secondary education: Some specialist positions require you to have NCEA Level 1 or 2 with credits in specific subjects.

Personal qualities needed:

- disciplined and able to follow instructions
- careful and accurate, with an eye for detail
- efficient and able to work well under pressure
- practical and adaptable
- able to work well in a team.

Useful experience:

- involvement in youth organisations such as scouts and cadets
- work or sporting experience in a team environment.

Related jobs: Air Force Officer, Army Officer, Army Soldier, Navy Sailor, Navy Officer.

Vocational pathways: Services industries, Social and community services.

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Summary

Air force officers are enlisted personnel in the Royal NZ Air Force. They specialise in a role, such as pilot or medical officer, and they train, motivate and lead airmen/airwomen.

Pay:

Pay for air force officers varies depending on their trade, rank and experience.

- Air force officer cadets earn between \$32,000 and \$51,000 a year.
- Pilot officers earn between \$53,000 and \$69,000.
- Flying officers earn between \$63,000 and \$84,000.
- Flight lieutenants earn between \$77,000 and \$104,000.
- Squadron leaders earn between \$88,000 and \$120,000.
- Air force officers may also receive additional benefits such as free medical and dental care and subsidised food.

Job opportunities: Chances of getting a job as an officer are average because although the air force holds regular intakes, the number of positions available is limited.

Length of training: No specific training requirements.

About the job

What you will do:

- organise and conduct training of personnel under their command
- instruct, manage and co-ordinate troops during training exercises and on deployment
- operate and maintain air force equipment
- help in search and rescue operations and disaster relief efforts in New Zealand and overseas.

Officers will also undertake tasks and duties related to their area of specialisation. For instance, air force pilots carry out tasks related to that role, such as preparing flight plans and flying aircraft.

Skills and knowledge needed:

- Air force regulations, tactics and protocol, including health and safety, ethics and conduct
- Air force drills and parade requirements
- combat skills such as ability to operate and maintain weapons and radio equipment
- first aid and rescue techniques.

Officers also need to have skills and knowledge related to their field of specialisation. For instance, air force intelligence officers need knowledge of mission planning and electronic warfare capability.

How to enter the job

To be eligible for basic training to become an officer in the New Zealand Air Force you need to:

- be at least 17 years old
- pass a medical and fitness test
- have a clean police record
- have NCEA Level 1 literacy and numeracy credits
- be a New Zealand citizen or permanent resident.

You will also need qualifications specific to your chosen trade.

If you meet these requirements, you will also need to:

- pass an aptitude test
- attend a formal interview for your selected area of specialisation.

Once accepted into the air force, recruits undertake:

- a 7-week Joint Officer Induction Course (JOIC) at the RNZAF base at Woodbourne near Blenheim
- specialist training in their chosen trade.

Secondary education: Each air force officer specialist role has specific NCEA requirements. Useful subjects include English, maths and science.

Personal qualities needed:

- disciplined and organised
- confident
- careful and accurate, with an eye for detail
- efficient and able to work well under pressure
- able to manage and lead people
- able to solve problems and make decisions
- good at communicating.

Useful experience:

- any work involving close teamwork or leadership
- previous flying experience or work with planes
- experience as an air force airman/airwoman.

Related jobs: Air Force Airman/Airwoman, Army Soldier, Army Officer, Navy Sailor, Navy Officer.

Vocational pathways: Services industries, Social and community services.

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Air Traffic Controller

Summary

Air traffic controllers direct the safe and orderly movement of aircraft while they are flying, landing, taking off and taxiing.

Pay:

Air traffic controllers' pay rates depend on where they work, their experience and their duties. Pay includes a base salary plus superannuation, shift work allowances (usually 20% of pay for new controllers) and other benefits.

- New air traffic controllers working at regional airports usually start on about \$83,000 a year.
- As they get more experienced they can progress to a maximum of \$160,000.
- With further training, air traffic controllers can work at the radar centres in Auckland or Christchurch and earn up to \$180,000.

Job opportunities: Chances of getting a job as an air traffic controller are poor due to the small number of people in the role, high competition for positions and low turnover.

Length of training: 1 year of training usually required.

About the job

What you will do:

- receive information about flights from flight plans, pilot reports, radar and observations
- direct aircraft and manage aircraft traffic flows
- advise pilots on weather conditions, the status of facilities and airports
- give pilots permission to take off, land and change altitude and direction
- give airport workers permission to move around the tarmac and runway
- monitor aircraft on a radar and look for possible conflicts
- alert airport fire crew and rescue services in emergencies
- write reports on incidents.

Skills and knowledge needed:

- flight planning and navigation
- technical flying terms
- civil aviation laws
- safety rules and emergency procedures.

Kaiwhakahaere Huarahi Rererangi

How to enter the job

To become an air traffic controller you need:

- a Diploma in Air Traffic Control (Level 7), involving a six-month course and on-the-job training
- a Class 3 medical certificate
- airport security clearance.

The diploma course is only run by Airways New Zealand. To get into the course you must:

- be either a New Zealand citizen or a permanent resident
- pass aptitude tests, interviews and group exercises
- be at least 20.5 years old
- have a minimum of NCEA Level 2 (12 credits in maths at Level 1 and 8 credits in English at Level 2, and 42 other credits at Level 3 or equivalent)
- pass a medical test.

Entry into the course is very competitive, with only three intakes for the course in 2016.

Secondary education: To enter training as an air traffic controller, you need at least:

- 12 NCEA credits in maths at Level 1
- 8 NCEA credits in English at Level 2
- 42 other NCEA credits at Level 3.

Personal qualities needed:

- very organised, with the ability to prioritise, plan and make decisions
- able to remain calm under pressure
- adaptable
- able to retain and interpret large amounts of information at one time
- excellent at spatial awareness
- mature, responsible and conscientious
- skilled in making calculations
- clear communicators and able to work well with others.

Useful experience:

- work as an aeroplane pilot
- other aviation and navigation experience
- any work dealing with people in stressful situations.

Related jobs: Aeroplane Pilot, Flying Instructor, Helicopter Pilot.

Vocational pathways: Services industries.

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Summary

Aircraft loaders load and unload aircraft, and transfer freight and baggage between airport buildings and aircraft.

Pay:

Aircraft loaders:

- usually start on minimum wage to \$18 an hour.
- after two to three years' experience, aircraft loaders can expect to earn between \$17 to \$20.

Senior aircraft loaders or team leaders can earn from \$22 to \$25.

Many aircraft loaders work casual or part-time hours.

Job opportunities: Chances of getting a job as an aircraft loader are average due to declining worker numbers but relatively high worker turnover.

Length of training: No specific training requirements.

About the job

What you will do:

- drive baggage and freight between planes and airport terminals or cargo buildings
- load and unload aircraft
- operate equipment such as cargo and belt loaders, lift trucks, ramp tractors and loading systems
- help position loading ramps, passenger ramps and other equipment
- help guide planes into their berth and secure the aircraft
- drive tugs - vehicles used to push or pull planes into position on the runway or tarmac.

Skills and knowledge needed:

- knowledge of baggage and freight handling, as well as stacking and lifting techniques
- knowledge of how to handle dangerous goods
- an understanding of airport regulations and procedures, and safety and emergency procedures
- driving skills for operating specialist vehicles such as aircraft tugs used for moving aircraft.

How to enter the job

To work as an aircraft loader you need to:

- pass a medical test
- be a New Zealand resident
- gain airport security clearance
- have a current New Zealand driver's licence.

Secondary education: There are no secondary education requirements but maths and English are an advantage.

Personal qualities needed:

- responsible and careful
- able to work quickly and efficiently, with good time management
- logical and practical
- able to work to deadlines
- able to work well as part of a team
- good at basic maths.

Useful experience:

- work with heavy machinery and vehicles
- labouring work
- warehouse work
- any work that involves heavy lifting.

Related jobs: Forklift Operator, Furniture Packer/Mover, Stevedore.

Vocational pathways: Services industries.

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Aircraft Maintenance Engineer

Summary

Aircraft maintenance engineers install, maintain and repair aircraft structures, airframes and engines, and aircraft radio, avionic (electronic) and mechanical systems.

Pay:

Pay for aircraft maintenance engineers varies depending on experience and level of responsibility.

- Non-qualified and apprentice engineers usually earn between \$28,000 and \$40,000 a year.
- Those with three to four years' experience usually earn between \$40,000 and \$60,000.
- Senior staff with six years' experience or more usually earn between \$60,000 and \$80,000.
- Senior staff in supervisor or manager roles usually earn between \$70,000 and \$130,000.

Job opportunities: The chances of getting a job as an aircraft maintenance engineer are average due to stable numbers of people in the role.

Length of training: 3-5 years of training required.

About the job

What you will do:

- regularly check that engines, airframes, electronic and mechanical systems of aircraft are working correctly and meet all safety requirements
- repair or replace faulty parts or systems
- replace parts that have to be changed after being in use for a certain length of time
- test parts and systems to make sure they work
- maintain and service aircraft
- keep records of repairs
- have work inspected and approved by licensed aircraft engineers.

Skills and knowledge needed:

- aircraft electronic, mechanical or structural systems and equipment
- how aircraft fly (aerodynamics) and how different materials react during flight
- maintenance requirements of the aircraft they are servicing
- approved repair techniques and procedures
- safe work practices and aeronautical safety rules, regulations and methods.

Mataaro Whakatika Waka Rererangi

How to enter the job

To begin an aircraft maintenance engineering traineeship you need to complete a New Zealand Certificate in Aeronautical Engineering (Pre-Employment Skills) (Level 3).

Graduates of the Level 3 certificate then usually complete an apprenticeship doing the New Zealand Certificate in Aeronautical Engineering (Specialist Support) (Level 4), or the New Zealand Certificate in Aeronautical Engineering (Applied Skills) (Level 4).

Training is available from:

- Air New Zealand Aviation Institute (Air New Zealand's training division)
- Nelson Marlborough Institute of Technology
- Royal New Zealand Air Force (RNZAF).

All aircraft engineers must work under the supervision of Licensed Aircraft Maintenance Engineers (LAMEs). LAMEs have to pass a separate series of exams set by the Civil Aviation Authority (CAA), and be approved as a fit and proper person by the director of CAA.

Secondary education: Three years of secondary education in English, maths and science is needed to enter tertiary training. However, NCEA Level 2 maths, English and physics is preferred by most employers.

It is possible for some students to get aviation workplace experience by signing up to the Gateway programme at their schools.

Personal qualities needed:

- good at reading diagrams, diagnosing, and solving problems
- good listeners and communicators
- practical, methodical and logical
- patient and accurate
- able to work well under pressure and make good decisions.

Useful experience:

- mechanical work
- panelbeating, or work with sheet metal
- electronics or electrical work
- other work within the aviation industry.

Related jobs: Aeronautical Engineer, Mechanical Engineering Technician, Automotive Technician, Fabrication Engineer, Mechanical Engineer.

Vocational pathways: Manufacturing and technology.

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Summary

Aircraft refuellers fill aircraft with fuel at airports.

Pay:

Entry-level aircraft refuellers typically earn between \$55,000 and \$65,000 a year. This includes base salary as well as an allowance for working extra shifts. With experience, aircraft refuellers may earn up to \$75,000.

Job opportunities: Chances of getting a job as an aircraft refueller are poor due to low numbers of vacancies arising each year.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- follow schedules that tell you what aircraft you will be refuelling for the day and what time the aircraft will arrive
- check and maintain the vehicles that transport fuel
- fill aircraft with fuel from vehicles
- regularly check fuels for contaminants such as water
- observe strict safety requirements when filling aircraft and transporting fuel
- communicate with pilots and airport ground crew.

Skills and knowledge needed:

- a range of practical and maintenance skills related to refuelling equipment
- experience using fuel tools, equipment and machinery
- knowledge of types of fuel and their properties
- knowledge of safety rules and regulations that apply when working at an airport and driving on the tarmac and runways.

How to enter the job

To become an aircraft refueller you need:

- a clean Class 4 or 5 heavy vehicle full driver's licence
- a D endorsement on your driver's licence for carrying hazardous goods
- to pass a medical test.

Because aircraft refuellers work at airports they need to have security clearance, so they must not have any criminal convictions. Once employed, aircraft refuellers must attend at least six weeks on-the-job training. During this time they learn about fuel quality sampling, the correct amounts of fuel for specific aircraft, and fire and emergency drills.

Secondary education: NCEA Level 2 with numeracy and literacy is required to become an aircraft refueller.

Personal qualities needed:

- motivated, responsible and reliable
- quick-thinking and able to make good judgements
- able to work well under pressure
- accurate, methodical and patient in their work
- safety-conscious
- situationally aware
- good at communicating.

Useful experience:

- a mechanical background
- tanker or truck-driving experience
- experience in handling chemicals, fuels and dangerous goods.

Related jobs: Aircraft Maintenance Engineer, Heavy Truck Driver.

Vocational pathways: Services industries.

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Anaesthetic Technician

Summary

Anaesthetic technicians assist anaesthetists, and prepare operating theatres and clinics for anaesthetic procedures.

Pay:

Pay for anaesthetic technicians varies depending on experience. Those working for district health boards are paid as follows:

- Trainee anaesthetic technicians usually earn between \$36,000 and \$45,000 a year.
- Qualified anaesthetic technicians usually earn between \$47,000 and \$75,000, depending on their level of experience, but may earn more for shift or on-call work.
- Senior anaesthetic technicians, who teach trainees or work in specialised areas, can earn up to \$87,000 a year.

Job opportunities: Chances of getting a job as an anaesthetic technician are good due to a shortage of workers.

Length of training: 3 years of training required.

About the job

What you will do:

- check and set up life support and anaesthetic machines
- check whether patients have any medical conditions that could create problems under anaesthesia
- document procedures and results
- assist with placement of breathing tubes and the insertion of intravenous lines in patients
- help the anaesthetist to administer anaesthetics, including local anaesthetics and nerve blocks, to patients
- watch patients and monitor their vital signs before, during and after the operation
- ensure all equipment is disposed of, decontaminated or sterilised, and that all areas are cleaned
- assist with post-operative care and insert catheters into a patient.

Skills and knowledge needed:

- knowledge of operating theatre procedures and protocols
- knowledge of anaesthetic and nerve-blocking machines, life support machines, other equipment and drugs
- knowledge of emergency procedures, and the ability to administer cardiopulmonary resuscitation (CPR)
- understanding of human anatomy, physiology and biophysics
- the ability to identify physical and medical conditions that may put the patient at risk during anaesthesia.

Kaihanganarau Haurehu

How to enter the job

To become an anaesthetic technician you need to:

- gain a position as a trainee anaesthetic technician at a recognised training hospital
- complete a Diploma in Applied Science (Anaesthetic Technology) or a Graduate Diploma in Science (Anaesthetic Technology)
- sit and pass an anaesthetic technician registration examination
- be registered by the Medical Sciences Council of New Zealand
- hold an Annual Practising Certificate.

Secondary education: To enter a training position and the Diploma in Applied Science (Anaesthetic Technology) you need to have:

- 48 NCEA Level 2 credits

including eight Level 2 credits in any one subject from:

- classical studies
- drama
- English
- geography
- health
- history
- art history
- media studies
- social studies
- business studies
- economics
- physical education
- te reo Māori
- te reo Rangatira.

Physics, mathematics and biology may also be helpful.

Personal qualities needed:

- able to remain calm in emergencies
- able to work well under pressure
- accurate, with an eye for detail
- able to relate to people from a range of cultures
- good communicators
- comfortable working around people undergoing surgery.

Useful experience: Any medical experience, such as working as a registered nurse or intensive care technician.

Related jobs: Registered Nurse, Anaesthetist, Dental Assistant, Cardiac Physiologist.

Vocational pathways: Social and community services.

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Summary

Anaesthetists administer different anaesthetics so patients are free of pain during and after surgical procedures.

Pay:

Pay for anaesthetists and registrars (those in training) varies depending on seniority, hours, location and frequency of on-call or emergency cover.

- Registrars working for a district health board (DHB) usually earn between \$112,000 and \$166,000 a year.
- Qualified anaesthetists working for a DHB usually earn between \$149,000 and \$216,000.
- Anaesthetists working in the private sector can earn up to \$600,000.

Job opportunities: Chances of getting a job as an anaesthetist are good due to a shortage of workers.

Length of training: 13 years of training required.

About the job

What you will do:

- discuss the anaesthesia process with the patient and assess their medical status and pain management requirements
- talk to other medical specialists about the treatments and procedures before, during and after an operation
- decide on and administer anaesthetic drugs and techniques to patients before, during and after an operation
- continually monitor the patient's vital signs, such as heart rate, blood pressure, body temperature and breathing during surgery
- observe and care for the patient before, during and after their operation and counteract adverse reactions or complications
- record details of drugs given
- teach medical staff about anaesthesia practice
- carry out research on new drugs and treatments.

Skills and knowledge needed:

- diagnosis, medicines and treatments, and their effect
- the effects of anaesthetics and other drugs on the body, and how to treat allergic reactions
- different diseases and illnesses
- anatomy and how the human body works
- using anaesthesia monitoring equipment
- medical ethics and law
- reviving and resuscitating people
- new research, treatments and practices in their field.

How to enter the job

To become an anaesthetist you need to:

- complete the Health Sciences First Year programme at Otago University, or the first year of either the Bachelor of Health Sciences or Bachelor of Science in Biomedical Science at Auckland University
- complete a five-year Bachelor of Medicine and Bachelor of Surgery (MBChB) degree at Otago or Auckland University
- work for two years as a house officer (supervised junior doctor) in a hospital
- complete another five years of specialist training and examinations to become a Fellow of the Australian and New Zealand College of Anaesthetists.

Secondary education: NCEA Level 3 is required to enter further training. Useful subjects include mathematics and statistics, chemistry, physics, biology and English.

Personal qualities needed:

- accurate and careful, with an eye for detail
- able to work well under pressure
- good at communicating and inspiring confidence in others
- excellent at analysis and interpretation
- able to make good decisions, and solve problems
- understanding of other cultures' attitudes to medical treatment.

Useful experience:

- working as an anaesthetic technician
- working with the Red Cross or St John's Ambulance
- working in hospitals or other health-related work.

Related jobs: Surgeon, Anaesthetic Technician, Physician, General Practitioner.

Vocational pathways: Social and community services.

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Animal Care Attendant

Summary

Animal care attendants care for animals in kennels, catteries, pet shops, veterinary practices, and research or animal care centres.

Pay:

Pay for animal care attendants varies depending on their qualifications and experience.

- An unqualified, inexperienced worker is likely to start on the minimum wage or a little more.
- An experienced animal care attendant can earn up to \$19 an hour.

Job opportunities: Chances of getting a job as an animal care attendant are average as jobs regularly become available, but competition can be high.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- feed, bathe, groom and exercise animals
- treat animals for minor injuries and illnesses under veterinary supervision
- train animals and help to develop training programmes
- clean, inspect and maintain animal enclosures and/or habitats
- observe and record animal behaviour and assist with research projects
- keep records and carry out office work.

Skills and knowledge needed:

- animal-handling skills and knowledge of training techniques
- knowledge of animal diseases and care
- an understanding of the Animal Welfare Act.

Kaitiaki Kararehe

How to enter the job

There are no specific requirements to become an animal care attendant as you learn skills on the job. However, some employers may prefer you to have a tertiary qualification in animal care and welfare such as the New Zealand Certificate in Animal Care.

Secondary education: There are no specific secondary education requirements to become an animal care attendant. However, science subjects and English are useful.

Personal qualities needed:

- interested in the welfare of animals
- good communicators, as they may have to deal with upset people
- responsible and able to follow instructions
- patient and calm.

Useful experience: Any paid or volunteer work with animals is useful for animal care attendants.

Related jobs: Agricultural Technician, Veterinary Nurse, Zookeeper.

Vocational pathways: Social and community services, Services industries, Primary industries.

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Summary

Animators/digital artists use traditional and digital media, such as drawing, models, photography and image capture and manipulation software, to create still and moving images for print, web, television or film.

Pay:

Pay for animators/digital artists varies depending on skills, experience and industry.

Many animators/digital artists are freelance workers, which means they are self-employed and hired to work for different companies on particular projects. They are only paid for the work they do on those projects.

- Freelance 2D and 3D animators/digital artists may earn between \$17 and \$70 an hour
- Freelance game and web animators/digital artists may earn between \$17 and \$38 an hour.
- 2D and 3D animators/digital artists in full-time employment may earn between minimum wage and \$64,000 a year
- Animators/digital artists that work for advertising companies may earn between minimum wage and over \$100,000 a year.

Job opportunities: Chances of getting a job as an animator/digital artist are average for those wanting to enter the role, but good for those with experience.

Length of training: Less than 3 years of training usually required.

About the job

What you will do:

- meet with directors and clients and agree on a brief
- plan animation and design work for their team
- illustrate books and other print media
- build models and sets, or hand-draw characters
- film models and hand-drawn animations
- create 3D mesh wireframes for 2D and 3D scenes
- use computer programmes to "rig" characters
- use computer animation programmes to animate in 2D or 3D
- direct the filming of motion capture.

Skills and knowledge needed:

- drawing, painting and design skills
- animation skills (2D and 3D)
- animation software
- people and animal movements and expressions
- ability to create moods and feelings in characters
- print, film, television or game production.

How to enter the job

To become an animator/digital artist you need to be able to show the quality of your work. You can do this either through a portfolio of work or a website, or a showreel that has a shot list describing what you did in each shot.

Employers usually require you to have one or all of the following:

- experience in a particular type of animation
- experience with particular animation software
- a tertiary qualification such as a Bachelor of Creative Media Production, Bachelor of Design, majoring in visual communication design, or a Diploma in Animation.

Secondary education: Useful school subjects include computing, graphics, visual arts, biology and technology.

Personal qualities needed:

- creative and imaginative
- disciplined, motivated and good at setting goals
- comfortable promoting themselves and their work
- adaptable and able to accept criticism of their work, particularly when they are new to the job
- able to work well under pressure and to deadlines
- good communicators.

Useful experience:

- drawing, life drawing, cartooning or graphic design experience
- experience in film, amateur dramatics or photography
- computer design and drawing experience
- experience in animation software.

Related jobs: Artist, Graphic Designer, Web Developer, Photographer.

Vocational pathways: Creative industries.

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Aquaculture Farmer

Summary

Aquaculture farmers manage the breeding, raising and harvesting of fish and shellfish for commercial purposes in marine or freshwater farms.

Pay:

Pay for aquaculture farmers varies depending on experience.

- Aquaculture farmers with one to three years' experience usually earn between \$32,000 to \$48,000 a year.
- After three years' experience they usually earn between \$50,000 and \$70,000.

Job opportunities: Chances of getting work as an aquaculture farmer are average, with job opportunities expected to increase as new farms are created.

Length of training: No specific training requirements.

About the job

What you will do:

- tighten, clean and mend lines, ropes, racks and nets on aquaculture farms
- feed and care for growing fish and shellfish
- harvest and pack fish or shellfish
- dive to clear any debris or dead fish from fish pens
- drive and navigate boats
- maintain marine farm equipment
- plan work schedules and prepare budgets
- keep records on growth and health of fish or shellfish
- train, supervise, manage and assess staff.

Skills and knowledge needed:

- knowledge of how to grow and harvest fish or shellfish
- practical skills such as being able to tie knots and splice ropes
- boat-handling and navigational skills, including the ability to read charts and use a compass
- basic mechanical skills
- an awareness of health and safety practices.

Diving skills are also recommended.

Kaiahumoana

How to enter the job

There are no specific requirements to become an aquaculture farmer, as skills are gained on the job. However, experience at sea is useful.

To gain a qualification, the options are:

- a National Certificate in Aquaculture (Levels 2 to 4, which can be earned while working)
- a Diploma in Aquaculture
- a Degree in Aquaculture.

Managers or supervisors working on boats need to have a skippers restricted limits certificate (Maritime New Zealand's license to operate as a captain/skipper).

A diving qualification may also be required on some farms.

Secondary education: There are no specific secondary education requirements to become an aquaculture farmer. However, NCEA Level 1 English and maths may be useful. A tertiary entrance qualification is usually required to enter further training.

Personal qualities needed:

- able to follow instructions
- comfortable working on the water
- able to work well independently or as part of a team
- environmentally aware
- good communicators
- efficient time managers and well organised.

Supervisors and managers need to be able to teach and train others, and have budgeting and accounting skills.

Useful experience:

- fishing, farming and horticulture work
- shellfish processing
- work with or on boats
- diving.

Related jobs: Deckhand, Farm Worker, Fishing Skipper.

Vocational pathways: Primary industries.

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Summary

Arborists look after and maintain trees, including trees in parks, in people's backyards, and trees around power lines.

Pay:

Pay for arborists varies depending on their experience, skills and qualifications.

- Trainee arborists usually start on or near the minimum wage. This can rise to between \$16 and \$18 an hour as they gain experience.
- Arborists with four to five years' experience usually earn between \$18 and \$24 an hour, depending on their skill level and qualifications.
- Highly skilled arborists can earn up to \$30 an hour or more, and may get the use of a work vehicle.
- Self-employed arborists may earn more than this, depending on the success of their business.

Job opportunities: Job opportunities for arborists are good due to a shortage of people in the role.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- identify, inspect, maintain, prune, plant and transplant trees
- identify and deal with tree hazards, for example clearing damaged branches or fallen trees after storm damage
- plan and carry out pest and disease management – including spraying
- consult with the public and/or clients regarding tree maintenance and/or removal.

Skills and knowledge needed:

- knowledge of horticulture including plant and soil biology, tree species identification, and pest and disease control
- skill in planting, pruning and landscaping
- understanding of arboricultural practices such as tree climbing and tree transplanting
- knowledge of safe work practices and first aid.

How to enter the job

An arboricultural qualification is needed to work as an arborist, although some larger firms may take you on as a trainee and allow you to become qualified while you are working.

Most trainees start with a National Certificate in Horticulture – Arboriculture (Level 3) before completing Level 4 advanced national certificates.

The Level 4 advanced national certificate is the minimum qualification preferred by employers.

Completing courses in the safe and effective use of chainsaws will help your employment chances.

Secondary education: At least three years of secondary education is recommended. Useful subjects include horticulture, biology, English and maths. Year 11-13 students may be able to work towards national certificates in horticulture through the New Zealand Trade Academy, while still working toward NCEA. This may include off-site learning and some on-the-job training.

Personal qualities needed:

- practical
- responsible
- alert and observant, with an eye for detail
- good at planning and organising.

Useful experience:

- any horticulture or gardening experience, such as plant maintenance or pruning
- climbing and experience using ropes
- experience working at heights – such as window-cleaning work.

Related jobs: Forestry and Logging Worker, Landscape Gardener, Gardener.

Vocational pathways: Primary industries.

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Architect

Summary

Architects plan, design and advise on the construction and alteration of buildings. They also arrange building contracts.

Pay:

Pay for architects varies depending on where they work, and how much experience they have. Architects in the Auckland region tend to earn from \$5,000 to \$20,000 more than architects in other parts of New Zealand.

- New architectural graduates earn between \$40,000 and \$60,000 a year.
- Registered architects can expect to earn between \$60,000 and \$85,000.
- Principal architects with five or more years' experience earn between \$60,000 and \$120,000.
- Self-employed architects may earn more than this.

Job opportunities: Chances of getting a job as an architect are average, as demand is levelling off after a period of strong growth.

Length of training: 8-10 years of training required.

About the job

What you will do:

- analyse clients' requirements and do a site inspection
- discuss design ideas, local authority requirements and constraints with the client
- create designs and prepare drawings for houses and other buildings
- specify materials to be used
- advise clients on building procedures and costs
- apply for building and resource consents
- oversee construction projects to ensure plans, budgets and time constraints have been complied with
- plan interior and exterior spaces, and landscaping.

Skills and knowledge needed:

- knowledge of different styles of architecture
- knowledge of relevant legislation, local by-laws, consent procedures, and planning regulations
- knowledge of building methods and materials, including how various materials perform in different situations
- an ability to visualise buildings and spaces
- design and artistic skills, including knowledge of colour theory and texture
- skill in different drawing and presentation techniques.

Kaihoahoa Whare

How to enter the job

To become a registered architect, you need a Master of Architecture (Professional).

After graduating, you need to complete at least 140 weeks of on-the-job practical work experience before you can apply to become a registered architect. This usually takes three to five years.

In some circumstances, people who have a Master of Architecture (Professional) and extensive design experience in the building sector can apply to become registered.

Secondary education: To enter tertiary training a university entrance qualification (NCEA Level 3) is required.

Useful subjects include physics, art, graphics, computer studies, environmental studies, history, geography, calculus and maths.

Personal qualities needed:

- creative
- practical
- patient
- accurate, with an eye for detail
- able to work well under pressure
- knowledgeable about maths and physics
- good at planning and organising
- good at communicating.

Useful experience: Includes design, draughting, building, and engineering work.

Related jobs: Architectural Technician, Interior Designer, Industrial Designer, Landscape Architect.

Vocational pathways: Construction and infrastructure, Manufacturing and technology, Creative industries.

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Summary

Architectural technicians interpret sketches and designs produced by an architect, architectural designer or client. They make working drawings, such as floor plans, elevations, sections and details, and associated documentation of buildings.

Pay:

Pay for architectural technicians depends on where they work, and how much experience they have.

- Architectural technicians with one to three years' experience usually earn \$40,000 to \$50,000 per year.
- Those with more than three years' experience usually earn between \$51,000 and \$100,000 a year.

Job opportunities: Chances of getting a job as an architectural technician are average, since building work is picking up after a period of decline.

Length of training: 3 years of training required.

About the job

What you will do:

- make detailed drawings of building structures
- build models of the building
- interpret sketches and project instructions
- research building materials
- manage projects and carry out site observations
- check that drawings comply with statutory and regulatory building requirements
- check that drawings comply with manufacturer/supplier instructions
- assist with consent processes
- co-ordinate with other building professionals and deal with clients
- interpret drawings on worksites.

Skills and knowledge needed:

- computer skills and knowledge of computer-aided design (CAD) draughting software packages
- design skills
- the ability to interpret drawings
- knowledge of architecture, building methods and materials
- knowledge of the New Zealand Building Code, the New Zealand Building Act, the Resource Management Act, local by-laws and town planning regulations.

How to enter the job

To become an architectural technician you need to either have one of the following diplomas:

- architectural draughting
- architectural technology
- architectural design.

Or you can have a Bachelor of Architectural Studies (BAS), or Master of Architecture (MArch).

Secondary education: To enter training, most training providers require 35 credits at Level 2 in NCEA achievement standards covering mathematics, English and science.

Other useful subjects include:

- physics
- calculus
- art and design
- graphics
- computer studies and technology
- communications.

Personal qualities needed:

- accurate, with an eye for detail
- well organised, patient and reliable
- creative, yet practical
- able to work well under pressure
- skilled in communication and listening
- client focused with the ability to work within customer budgets and requirements
- good at problem solving, and able to make good judgements
- skilled in giving presentations.

Useful experience:

- civil, electrical or mechanical engineering draughting work
- work in the building construction industry
- any practical building work
- interior design work.

Related jobs: Civil Engineering Technician/Draughtsperson, Architect, Landscape Architect, Interior Designer.

Vocational pathways: Construction and infrastructure, Manufacturing and technology, Creative industries.

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Archivist

Summary

Archivists appraise, organise, store and provide access to records and documents of long-term historical or research value. They also advise and help individuals and organisations with their archives.

Pay:

Pay for archivists depends on the size of the archive and the archivist's qualifications, role and experience.

- New archivists usually start on about \$40,000 to \$50,000 a year.
- With one to four years' experience, they can earn between \$50,000 and \$60,000.
- With five or more years' experience, and in management and leadership roles, they can earn from \$60,000 to \$70,000.

Job opportunities: Chances of getting a job as an archivist are average as the number of graduates looking for work exceeds the number of new jobs.

Length of training: 3-5 years of training usually required.

About the job

What you will do:

- prepare and package materials for storage
- research items under their care
- maintain and modify records management programmes and systems
- advise local and central government departments and businesses on what records they should keep or archive
- describe records and other materials so they are easy to find on databases
- advise on how to store archives
- help people find information.

Skills and knowledge needed:

- knowledge of how to organise, store and find archival information
- an understanding of the historical and potential research value of materials to be archived.

Archivists may also need to have knowledge of New Zealand history and government departments, and Māori language and culture.

Kaitiaki Pūranga

How to enter the job

Archivists usually need an undergraduate degree with a postgraduate certificate, diploma, or Master's degree in archives and records management.

Victoria University of Wellington offers both on-campus and distance learning courses in information management with a specialisation in archives and records management at three levels:

- postgraduate certificate (one year, part time)
- postgraduate diploma (two years, part time)
- Master in Information Studies (two years, full time or longer if studying part time).

Open Polytechnic offers a one year diploma programme in records and information management, which includes a paper on archives management. This is suitable for archivists with no formal qualifications already working in the industry.

Secondary education: A tertiary entrance qualification is needed to enter further study. Useful subjects include English, history, digital technologies and te reo Māori.

Personal qualities needed:

- patient, thorough and methodical
- accurate, with an eye for detail
- good communicators with people skills
- organised and good at time management.

Useful experience:

- work in document storage
- work as a librarian
- any role involving customer service.

Related jobs: Historian, Author, Conservator, Curator, Records Adviser, Librarian, Library Assistant.

Vocational pathways: Services industries, Creative industries.

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Summary

Army officers are enlisted personnel in the land-based branch of the New Zealand Defence Force, the NZ Army. They specialise in a specific role, such as engineering officer or intelligence officer, and their role is to train, motivate and lead soldiers under their command.

Pay:

Pay for army officers varies depending on specialisation, experience and rank. Officer cadets earn between \$32,000 to \$51,000 a year, depending on training. After training, pay increases with rank and experience.

- Second lieutenants (officers who graduate from Officer Cadet School) earn \$53,000 to \$69,000 a year.
- Lieutenants earn about \$63,000 to \$84,000.
- Captains earn about \$77,000 to \$104,000.
- Majors earn about \$89,000 to \$120,000.
- Specialist officers may earn more than this.

Job opportunities: Chances of getting a job as an army officer are average because positions regularly become available but competition for these roles can be high.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- organise and conduct training of soldiers under their command
- instruct, manage and co-ordinate troops during training exercises and on deployment
- budget, and manage resources assigned to them
- operate and maintain army equipment
- help in search and rescue operations, and disaster relief efforts in New Zealand and overseas
- train across areas, including first aid and fitness.

Army officers will also undertake tasks and duties related to their area of specialisation.

Skills and knowledge needed:

- knowledge of army regulations, tactics and protocol, including health and safety, ethics and conduct
- knowledge of army drills and parade requirements
- combat skills, such as ability to operate and maintain weapons and radio equipment
- survival skills
- knowledge of first aid and rescue techniques.

Army officers also need to have skills and knowledge related to their area of specialisation.

How to enter the job

To be eligible for basic training to become an officer in the New Zealand Army you need to:

- be at least 17 years old
- have a minimum of NCEA Level 2 with credits in English
- pass a medical test
- have a clean police record
- be a New Zealand citizen, or have permanent residency and have lived in New Zealand for a minimum of five years.

If you meet the criteria, you also need to:

- pass aptitude and fitness tests
- attend a formal interview for your selected trade (area of specialisation).

Some trades differ in their age requirements, and may require you to have:

- NCEA credits in specific subjects
- a tertiary qualification.

Once accepted into the Army, officer cadets are posted to RNZAF Woodbourne base to complete the Joint Officer Induction Course (JOIC) – a seven-week, full-time course.

Upon successful completion of the JOIC, you will be posted to Waiouru to complete the New Zealand Commission Course over the next 11 months at the Officer Cadet School. If you pass, you will be commissioned as an Officer in the New Zealand Army.

Secondary education: There are specific NCEA requirements depending on what trade (specialist role) you want to do.

Personal qualities needed:

- disciplined and organised
- confident
- careful and accurate, with an eye for detail
- efficient and able to work well under pressure
- able to manage and lead people
- able to solve problems and make decisions
- good at communicating.

Useful experience:

- training as a soldier in the Territorial Force/Army Reserve
- involvement in youth organisations such as scouts and cadets
- work or sporting experience in a team environment.

Related jobs: Police Officer, Firefighter, Army Soldier, Navy Sailor, Navy Officer, Air Force Airman/Airwoman, Air Force Officer.

Vocational pathways: Services industries, Social and community services.

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Army Soldier

Summary

Army soldiers are enlisted personnel in the land-based branch of the New Zealand Defence Force, the NZ Army. They join a corps and specialise in a specific role such as gunner or medic.

Pay:

Pay for army soldiers varies depending on specialisations, experience and rank. During training, recruits earn \$32,500 a year. After training, pay increases with rank and experience.

- Privates (recently graduated soldiers) earn between \$45,000 and \$51,000 a year.
- Lance corporals earn between \$47,500 and \$61,000.
- Corporals earn between \$53,000 and \$68,500.
- Sergeants earn between \$59,500 and \$78,500.
- Staff sergeants earn between \$68,000 and \$90,000
- Warrant officers earn between \$77,500 and \$104,000.

Job opportunities: Chances of getting a job as an army soldier are good because positions regularly become available.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- operate and maintain military equipment, including weapons, radios and vehicles
- do manual work such as loading and unloading supplies, and setting up camps
- train across a number of areas, including navigation, first aid and fitness
- take part in ceremonial events such as parades
- take part in peacekeeping operations as part of a United Nations force
- participate in wartime-scenario training exercises
- help in search and rescue operations, and disaster relief efforts in New Zealand and overseas.

Army soldiers will also train in a specific role or trade.

Skills and knowledge needed:

- knowledge of army regulations, tactics and protocol, including health and safety, ethics and conduct
- combat skills, such as ability to operate and maintain weapons and radio equipment
- knowledge of army drills and exercises
- knowledge of first aid and rescue techniques
- knowledge of how to clean and care for a uniform.

Army soldiers also need to have skills and knowledge related to their area of specialisation or trade.

Hōia Ope Tauā

How to enter the job

To be eligible for basic training to become a soldier in the New Zealand Army you need to:

- be at least 17 years old
- have completed at least three years of secondary education
- have no criminal convictions
- be medically and physically fit
- be a New Zealand citizen, or have permanent residency and have lived in New Zealand for a minimum of five years.

It can take three to six months for applications to be processed. If you meet the above requirements, you will also need to:

- pass aptitude and fitness tests
- attend a formal interview for your selected trade (area of specialisation).

Some trades differ in their age requirements, and may require you to have NCEA credits in specific subjects. Once accepted into the Army, recruits undertake:

- a 16-week recruit training course (basic training) at Waiouru Army Camp
- specialist training in their chosen trade.

A current and clean New Zealand driver's licence is recommended for people wishing to join the Army.

Secondary education: To become an army soldier you need to have completed at least three years' secondary education and achieved NCEA Level 1 credits in specific subjects. Useful subjects include English, maths and science.

Personal qualities needed:

- disciplined and able to follow instructions
- careful and accurate, with an eye for detail
- efficient and able to work well under pressure
- practical and adaptable
- able to work well in a team.

Useful experience:

- training as a soldier in the Territorial Force/Army Reserve
- involvement in youth organisations such as scouts and cadets
- work or sporting experience in a team environment
- experience in a trade related to the trade applied for, such as automotive mechanics, carpentry or plumbing.

Related jobs: Army Officer, Navy Sailor, Navy Officer, Air Force Airman/Airwoman, Air Force Officer, Police Officer, Firefighter.

Vocational pathways: Services industries, Social and community services.

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Art Director (Film Television Stage)

Summary

Art directors plan, organise and control artistic aspects of film, television or stage productions.

Pay:

Salaries in the film, television and theatre industries vary greatly depending on the size and length of the production. The overall budget for a production also impacts on the salaries of the crew.

Job opportunities: The chances of getting a job as an art director are poor due to the limited number of jobs.

Length of training: No specific training requirements.

About the job

What you will do:

- go over the script with the director to plan what sets need to be built
- prepare a budget for the art department
- hire art department crew
- design the set and co-ordinate its building to ensure it happens on time and within budget
- work with wardrobe and make-up departments
- work with special effects companies to design special effects
- book hire-equipment such as specialised props
- prepare a daily breakdown of the script before shooting to confirm all sets and props are complete and in working order.

Skills and knowledge needed:

- an understanding of the film, television and/or commercial production process
- knowledge of the different roles within an art department and how the department operates
- artistic and drawing skills.

Depending on the size and type of production, you may also need specific skills such as carpentry, painting, sculpting or mould making.

Kaihautū Toi (Kiriata/ Pouaka Whakaata/Whakaari)

How to enter the job

To become an art director you usually need to have progressed through other roles within an art department to gain the necessary skills, knowledge and experience.

A driver's licence is also usually required.

A tertiary qualification in any type of art/craft, drafting or textiles subject may be useful.

A qualification in film, television or theatre production may also be useful.

Secondary education: Useful secondary subjects include art, history, art history, graphics/technical drawing and textiles.

Personal qualities needed:

- imaginative, creative and artistic
- good communicators
- good at research
- able to lead, manage and motivate people
- able to work well under pressure
- well organised, with good planning and time management skills
- adaptable, and able to multi-task
- good at budgeting and financial planning.

Useful experience:

- film, television or theatre production
- any type of construction work
- creative pursuits such as painting or sculpting.

Related jobs: Director (Film Television Radio Stage), Film and Video Editor, Lighting Technician, Make-up Artist, Production Assistant (Film Television Radio Stage).

Vocational pathways: Creative industries.

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Artist

Summary

Artists turn creative ideas into works of art using media such as paint, clay, wood and stone.

Pay:

Pay rates for artists vary depending on your ability (or popular success), how productive you are and what type of work you do. Artists often only earn the minimum wage or less from their art.

Job opportunities: Opportunities to make a living as an artist are poor, as it is a small industry that is hard to become established in.

Length of training: No specific training requirements.

About the job

What you will do:

- research designs for artwork
- discuss client's requirements (if working on a commission piece)
- choose methods and materials such as paints, canvas, wood or stone
- produce drawings, prints, paintings, sculptures, carvings or other art forms
- display artworks for show and sale
- liaise with clients, gallery owners and patrons
- arrange exhibition space and advertising for shows.

Skills and knowledge needed:

- good general knowledge of art history, with specific knowledge of the art form they specialise in
- skill working in their chosen medium or across a range of media
- knowledge of how to maintain and care for their equipment.

To make a living artists need to know how to market themselves and their work. Other small business skills are also useful.

Kaitoi

How to enter the job

To become an artist you need to have a good level of artistic ability in your chosen field of art.

A well-presented portfolio that shows a range of your work is also useful.

Secondary education: There are no specific secondary education requirements, but useful subjects include art, art history, graphics, photography, English and maths.

A tertiary entrance qualification is usually required to enter further training. However, you may be able to get special entry into a programme without the usual qualifications if you have a portfolio showing the quality of your work.

Personal qualities needed:

- creative and imaginative
- observant, with an eye for detail
- patient, motivated and disciplined
- confident and able to accept criticism
- good communicators
- good at managing their time.

Useful experience:

- design work or art courses
- work as an art gallery assistant
- work on community projects such as mural painting
- work in an art supply shop.

Related jobs: Graphic Designer, Jeweller, Screen Printer, Photographer, Signmaker.

Vocational pathways: Creative industries.

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Summary

Artistic directors select the work to be performed at theatres, choose directors/choreographers and other staff, and supervise productions.

Pay:

Pay for artistic directors varies greatly and depends on their experience, employer, and the production they are working on. Artistic directors may have to do other types of work to supplement their income.

Job opportunities: Chances of getting a job as an artistic director are poor due to high competition for a very small number of positions.

Length of training: No specific training requirements.

About the job

What you will do:

- plan shows to be staged at theatres
- read scripts of shows and choose which are to be performed
- help plan budgets
- help plan marketing for productions
- liaise with sponsors
- hire designers, directors, actors and technical staff as required for each production
- audition the cast
- direct or choreograph shows.

Skills and knowledge needed:

- knowledge of historical and contemporary theatre, drama, dance, books, plays, poetry, film and music
- knowledge of how to interpret and direct drama or dance
- marketing and promotional skills
- business, finance and budgeting skills.

How to enter the job

There are no specific entry requirements to become an artistic director. However, you usually need to have considerable experience working in theatre or dance.

To get into the role, a diploma in drama, a Bachelor of Arts majoring in drama or dance, and courses in film and theatre production, arts administration or business management are useful.

Secondary education: There are no specific secondary education requirements to become an artistic director. However, useful subjects include English, drama, classics and history.

Personal qualities needed:

- creative and imaginative to visualise how scripts and movements will appear in a performance
- patient, persistent and focused
- persuasive
- able to work well under pressure
- able to lead a team of people
- good at research
- excellent communicators with good people skills
- good at time management, planning and organisation
- decision-makers
- able to relate to people from a range of cultures.

Useful experience:

- directing or producing plays or films
- choreography
- other theatre or film work such as acting or writing plays.

Related jobs: Actor, Dancer, Director (Film Television Radio Stage).

Vocational pathways: Creative industries.

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Audiologist/Audiometrist

Summary

Audiologists and audiometrists study, identify, measure and treat hearing disorders and loss. They also provide aids and other listening devices to assist patients who have hearing loss.

Pay:

Pay for audiologists depends on experience and workplace.

- Trainee audiologists working under supervision can earn between \$45,000 and \$65,000 a year.
- Qualified audiologists working in public hospitals or schools usually earn between \$60,000 and \$80,000.
- Audiologists working in private audiology practices usually earn between \$70,000 and \$100,000.
- Senior charge audiologists in private practices usually earn between \$80,000 and \$110,000.

Pay for audiometrists depends on experience and workplace.

- Audiometrists in the public sector usually earn between \$55,000 and \$60,000 a year.
- Audiometrists in the private sector usually earn between \$60,000 and \$75,000 a year.

Job opportunities: Chances of getting a job as an audiologist are good, as the supply of graduates meets the level of demand. Audiometrist positions are rare.

Length of training: 5 years of training usually required.

About the job

What you will do:

- study, identify and measure hearing problems, using specialised equipment
- advise on hearing problems and prescribe, select and fit hearing aids
- help patients with rehabilitation after an accident or condition that caused hearing loss
- repair hearing aids and supply hearing aid batteries.

Audiologists may also:

- research hearing problems
- assess and manage problems processing sound
- do assessments of workplace and classroom sound levels
- adjust a client's cochlear implants until the sound is clear.

Skills and knowledge needed:

- hearing problems and latest treatments
- the structure and function of the ear and brain
- hearing aids and other hearing devices
- acoustics and physics
- child development.

Kaimātai/Kaitirotiro Taringa

How to enter the job

To become an audiologist you need to have a Masters of Audiology degree.

To train as an audiometrist, you first need to get a job as a trainee audiometrist. Once you have a trainee job you study for the Hearing Device Prescription and Evaluation Diploma by distance learning from TAFE, New South Wales, Australia.

Secondary education: A tertiary entrance qualification is needed to enter further training. Useful subjects include biology, physics, te reo Māori, mathematics and English.

Personal qualities needed:

- patient
- understanding
- good listeners, who are able to relate to a wide range of people
- good communicators, with people skills
- good at planning and research.

Useful experience:

- work in nursing homes
- work with people who have hearing impairments.

Related jobs: Optometrist, Speech-Language Therapist, Dispensing Optician.

Vocational pathways: Social and community services.

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Summary

Auditors examine the financial statements of companies or organisations and provide an opinion on whether the statements give a true and fair view of their financial performance and position.

Pay:

Pay for auditors varies depending on the region they work in and their level of experience.

- With up to three years' experience, you can earn between \$36,000 and \$75,000 a year.
- With three to six years' experience, you can earn between \$75,000 and \$90,000.
- Senior auditors and auditor managers can expect to earn between \$75,000 and \$180,000.

Job opportunities: Chances of getting work as an auditor are good due to demand for experienced workers.

Length of training: 3–6 years of training usually required.

About the job

What you will do:

- study the accounting methods of business clients
- decide if the company financial reports give an accurate view of the business
- check that funds are used wisely and within the law, especially if working for a government department or agency
- ensure that financial statements comply with professional accounting standards in New Zealand
- oversee the stocktake of a business to ensure staff are following accounting procedures correctly.

Skills and knowledge needed:

- an understanding of the principles of finance and accounting
- knowledge of tax law
- knowledge of accounting systems and practices.

How to enter the job

To become an auditor you need a commerce, business or accounting degree, majoring in accounting.

To become an auditor in information and communication technology (ICT), a degree in information systems or related subjects is useful.

Most employers require you to be a member of Chartered Accountants Australia New Zealand (CA).

Secondary education: A tertiary entrance qualification is required to enter further training. Useful subjects include accounting, English, maths with statistics and/or calculus and economics.

Personal qualities needed:

- able to keep information private
- logical and able to make sound judgements
- good at solving problems
- methodical and accurate, with an eye for detail
- able to work well under pressure
- organised
- good at communicating
- able to analyse and interpret data.

Useful experience:

- research
- accounting
- communications.

Related jobs: Accountant.

Vocational pathways: Services industries.

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Author

Summary

Authors write stories, scripts, poems or plays for publication or production, to entertain and inform people.

Pay:

The amount an author earns depends largely on the success of their works. Some authors gain grants from Creative New Zealand or residencies, or the use of a house or apartment for a set period, which is often accompanied by a living allowance. Many authors do freelance writing work to supplement their income.

Job opportunities: Chances of getting a job as an author are poor due to the small size of the New Zealand market, and the challenge of getting work published overseas.

Length of training: No specific training requirements.

About the job

What you will do:

- choose and research topics to write about
- write and revise material
- prepare their work for publication and find a publisher or producer
- discuss further revisions with an editor
- publish work online
- attend book launches and publicity events
- give public readings
- run writing classes.

Skills and knowledge needed:

- excellent writing skills
- knowledge of different writing styles
- knowledge of grammar, vocabulary and spelling
- knowledge of the topics they write about
- the ability to promote themselves.

Kaituhi Pukapuka

How to enter the job

There are no specific requirements for becoming an author. However, you do need excellent writing skills and you must be disciplined and dedicated.

Authors who specialise in a subject matter, such as those who write textbooks, need expertise in their chosen field. This may require tertiary education in that area.

To get published, most authors need to first present their ideas or writing to publishers.

Secondary education: There are no specific secondary education requirements to become an author, but English and other essay-based subjects are useful.

Personal qualities needed:

- imaginative and creative
- disciplined
- inquisitive and good at observation and listening
- able to accept criticism
- adaptable
- skilled at research and planning
- problem-solvers
- happy working on their own.

Useful experience:

- work as a journalist
- film, theatre or television work
- other writing work
- other artistic work.

Related jobs: Copywriter, Journalist, Technical Writer, Librarian, Editor.

Vocational pathways: Creative industries.

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Summary

Automotive electricians install, maintain and repair electrical wiring, parts and electrical and electronic systems in vehicles and marine equipment.

Pay:

Pay for automotive electricians varies depending on skills and experience.

- Apprentice automotive electricians, and those with less than two years' experience, usually earn between minimum wage and \$20 an hour.
- Qualified automotive electricians and those with three to five years' experience can earn between minimum wage and \$35 an hour.
- Senior automotive electricians, or those working in supervisory positions, can earn between \$16 and \$38 an hour.

Job opportunities: Chances of getting a job as an automotive electrician are good due to a shortage of people in the role.

Length of training: 3–4 years of training usually required.

About the job

What you will do:

- carry out tests on automotive electrical systems to diagnose faults
- repair and replace automotive electrical systems such as charging and starting systems
- repair and replace electronic systems such as engine management systems, air-conditioning systems, ABS brakes, electronically controlled gearboxes, instrument panels and vehicle computers
- install car security and entertainment systems.

Skills and knowledge needed:

- automotive electronics, electrical theory and circuit diagrams
- vehicle components
- basic engineering
- basic vehicle mechanics.

How to enter the job

To become a qualified automotive electrician you need to complete an apprenticeship and gain a Level 4 National Certificate in Motor Industry (Automotive Electrical and Mechanical Engineering), through MITO.

Secondary education: A minimum of three years of secondary education is recommended. Useful subjects include English, maths and science.

Students can also take part in a secondary school automotive training programme called Startup, which is run by MITO and provides a pathway for students into the automotive industry. The programme includes both theory and practical components, so students can gain NCEA credits as well as practical work experience.

Students can also gain the Level 1 National Certificate in Motor Industry (Foundation Skills).

Personal qualities needed:

- accurate, logical and methodical
- patient
- safety-conscious.

Useful experience:

- electrical or mechanical work
- computer work
- any work involving vehicles.

Related jobs: Collision Repair Technician, Automotive Technician, Automotive Refinisher, Coachbuilder/Trimmer, Electrician.

Vocational pathways: Manufacturing and technology.

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Automotive Refinisher

Summary

Automotive refinishers prepare vehicle surfaces, match and mix colours and apply paint to vehicles.

Pay:

Pay varies depending on qualifications and experience.

- Apprentices may start out on the minimum apprentice wage, the minimum wage, or a little more.
- Qualified automotive refinishers usually earn between \$20 and \$30 an hour.
- Self-employed automotive refinishers and those in roles that involve more responsibility or skill can earn more than this.

Job opportunities: Chances of getting work as an automotive refinisher are average due to relatively stable worker numbers.

Length of training: No specific training requirements.

About the job

What you will do:

- discuss vehicle painting options with customers or managers
- prepare vehicles for painting
- select and mix paints
- sand vehicles to prepare for painting
- apply paint
- buff and polish finished paintwork.

Skills and knowledge needed:

- knowledge of how to prepare a vehicle for painting
- knowledge of vehicle painting techniques
- knowledge of paint types and colours and how to use them effectively
- colour-matching and spray-painting skills.

Automotive refinishers who run their own business need small business skills.

Kaipeita Waka

How to enter the job

To become a qualified automotive refinisher you need to complete an apprenticeship and gain a Level 4 National Certificate in Motor Industry (Automotive Body) with a strand in refinishing. This involves on-the-job training and book work and is done through MITO.

Completing the Level 2 National Certificate in Motor Industry (Entry Skills) is recommended before beginning an apprenticeship.

Secondary education: Many employers prefer apprentice automotive refinishers to have at least three years of secondary education. Useful subjects include English and maths.

Students can also take part in a secondary school automotive training programme called Startup, which is run by MITO and provides a pathway for students into the automotive industry. The programme includes both theory and practical components so students can gain NCEA credits as well as practical work experience. Students can also gain the Level 1 National Certificate in Motor Industry (Foundation Skills).

Personal qualities needed:

- accurate, with an eye for detail
- able to follow instructions
- able to concentrate for long periods.

Useful experience:

- working in an automotive workshop or in panelbeating
- work as a sign writer or industrial spray-painter.

Related jobs: Collision Repair Technician, Automotive Electrician, Automotive Technician, Coachbuilder/Trimmer, Painter and Decorator, Industrial Spray Painter, Vehicle Groomer/Cleaner, Tyre Technician.

Vocational pathways: Manufacturing and technology.

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Summary

Automotive technicians service and repair vehicles and their parts and systems.

Pay:

Pay for automotive technicians varies with experience in the role and industry, specialisation and location.

- Apprentice light vehicle automotive technicians and those with less than two years' experience usually start out on minimum wage to \$20 an hour.
- Automotive technicians with two to five years' experience can earn between \$21 and \$30 an hour.
- Senior and master light vehicle automotive technicians and those working in supervisory positions can earn between \$29 and \$37 an hour.
- Heavy vehicle technicians can earn between \$26 and \$35 an hour, with senior and master technicians earning up to \$38 an hour.

Job opportunities: Chances of getting a job as an automotive technician are good due to strong demand for automotive services.

Length of training: 3–4 years of training usually required.

About the job

What you will do:

- diagnose faults in vehicles, and work out what is causing them
- dismantle engines, parts or systems requiring attention
- rebuild, repair or replace any faulty parts or systems
- service vehicles, including changing vehicle lubricants (such as oil), coolants (such as radiator coolant) and filters
- carry out vehicle Warrant of Fitness checks
- carry out performance modifications to vehicles
- interact with customers.

Skills and knowledge needed:

- vehicle engines, parts and systems
- vehicle electronic systems
- Warrant of Fitness regulations and safety standards
- health and safety standards in the workshop.

How to enter the job

To become a qualified automotive technician you need to complete an apprenticeship and gain a National Certificate in Motor Industry – Automotive Electrical and Mechanical Engineering (Level 4). Apprentices can specialise in:

- automotive machining
- light vehicle
- motorcycle engineering
- outdoor power equipment servicing
- trailer boat systems.

To become a qualified heavy vehicle technician you need to complete an apprenticeship and gain a National Certificate in Motor Industry – Automotive Heavy Engineering (Level 4). Apprentices can specialise in:

- agricultural equipment
- materials handling equipment
- plant and equipment (like earth moving and forestry machinery)
- road transport.

Before beginning an automotive technician apprenticeship you can gain basic skills by completing a National Certificate in Motor Industry – Entry Skills (Level 2).

Secondary education: NCEA Level 1 with a minimum of 12 numeracy credits and 12 literacy credits is required to enter an apprenticeship or the National Certificate in Motor Industry.

Students can also take part in a secondary school automotive training programme, called StartUp, to learn more about the automotive industry.

StartUp is run by the Motor Industry Training Organisation (MITO), and the programme includes both theory and practical components, so students can gain NCEA credits as well as practical work experience. Students can also achieve a National Certificate in Motor Industry – Foundation Skills (Level 1).

Personal qualities needed:

- able to analyse and diagnose faults
- accurate, logical and patient
- safety-conscious
- alert, with an eye for detail
- able to provide good customer service, including explaining automotive terms to customers.

Useful experience: Working in an automotive workshop.

Related jobs: Collision Repair Technician, Automotive Electrician, Automotive Refinisher, Coachbuilder/Trimmer, Vehicle Groomer/Cleaner.

Vocational pathways: Manufacturing and technology.

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Baker

Summary

Bakers prepare, bake and decorate bread, rolls, pastries, cakes and other yeast goods.

Pay:

Trainee bakers usually earn between the starting-out or training minimum wage and \$30,000 a year.

- Qualified bakers usually earn between \$30,000 and \$45,000.
- Bakers working in supervisory roles can earn up to \$67,000.

Job opportunities: Opportunities for bakers are good due to growing demand for workers, especially those with experience.

Length of training: 2-3 years of training usually required.

About the job

What you will do:

- follow recipes and alter ingredient quantities when needed
- measure and mix ingredients
- knead, roll and shape the dough or pastry for baking, either manually or using a machine
- bake items in an oven
- prepare items for sale, including icing items or decorating cakes
- prepare customer orders and serve customers.

Skills and knowledge needed:

- bakery products and ingredients
- mixing and baking processes
- icing and cake decorating
- mixing and baking equipment
- health and safety regulations.

It is also useful for bakers to know about what is happening in the market, new products being sold, and to know how to prepare the food of various cultures. Self-employed bakers need small business skills.

Kaitunu Paraoa

How to enter the job

To become a qualified baker you need to complete an apprenticeship and gain a National Certificate in Baking (Level 4) through Competenz.

To do an apprenticeship you need to get a job in a bakery.

Completing a baking qualification at a tertiary provider may help you get a baking job.

Secondary education: Most employers prefer apprentices to have completed four years of secondary school. Useful subjects include English and maths.

Personal qualities needed:

- careful and accurate, with an eye for detail
- practical and efficient with good organisational skills
- able to work well under pressure
- able to follow instructions
- able to work as part of a team
- creative
- able to do basic maths.

Useful experience:

- work as a baker's assistant
- any food-handling work.

Related jobs: Cook, Brewer, Chef.

Vocational pathways: Services industries, Manufacturing and technology.

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Summary

Bank workers receive deposits and pay out money, keep records of transactions, issue receipts and advise customers on bank services.

Pay:

Pay for bank workers varies depending on the type of work they do.

- Customer service consultants earn between \$32,000 and \$45,000 a year.
- Lending officers and personal bankers earn between \$45,000 and \$65,000.
- Bank supervisors and managers earn between \$45,000 and \$120,000.

Job opportunities: Chances of getting a job as a bank worker are average – although the number of bank workers is falling, turnover is high.

Length of training: No specific training requirements.

About the job

What you will do:

- accept deposits and pay withdrawals
- open and close accounts for customers
- record all payments made to and from accounts and balance end-of-day banking records
- refer customers to appropriate financial services
- provide information on savings plans, loans, mortgages and investments
- assess and approve loan applications
- arrange insurance.

Skills and knowledge needed:

- knowledge of the products and services offered by their bank
- ability to use specialised banking computer software
- cash-handling skills
- mathematical ability.

How to enter the job

There are no specific education requirements to become a bank worker. However, customer service experience is essential.

Bank workers usually attend an intensive training course run by their bank when they are first employed.

To become a bank manager you need to have experience as a bank worker or in a non-bank management role.

Secondary education: NCEA Level 1 maths and English is preferred.

Personal qualities needed:

- good at customer service
- able to work independently
- friendly, polite, approachable and helpful
- honest and reliable
- quick and methodical
- accurate, with an eye for detail.

Useful experience:

- customer service
- retail and sales work
- work in a call centre
- experience in cash handling.

Related jobs: Accounts Officer, Checkout Operator/Cashier, Payroll Officer, Financial Adviser.

Vocational pathways: Services industries.

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Barista

Summary

Baristas prepare and serve coffee and other hot beverages to cafe, coffee shop or restaurant customers.

Pay:

- Baristas earn an average of about \$17 an hour.
- They may also receive tips from customers, and it is up to the cafe/restaurant manager whether the tips are kept by individuals or divided equally among staff.

Job opportunities: Chances of getting a job as a barista are average for those wanting to enter the role, but good for those with experience.

Length of training: No specific training requirements.

About the job

What you will do:

- prepare and serve a variety of coffees and hot drinks
- sell food and snacks
- take customers' orders, collect payments, operate cash registers, and give change
- collect cups and glasses from tables and place them in washing machines
- wipe down tables
- clean service areas and coffee machines
- assist with stock control
- follow workplace hygiene, occupational health and safety, and security procedures.

Skills and knowledge needed:

- ability to prepare different types of coffees and hot drinks
- knowledge of how to work a coffee machine
- knowledge of food health and safety
- customer service skills
- cash-handling skills.

Kaiwhakarite Kawhe

How to enter the job

There are no specific requirements to become a barista, as you train on the job.

Some employers may offer baristas the opportunity to gain the Certificate of Achievement (COA) in Barista Skills, offered by many polytechnics or private providers as a short course.

You can do a more comprehensive on-the-job training course, such as ServiceIQ's National Certificate in Hospitality (Food and Beverage) Level 3.

A pre-employment certificate, such as the one-year New Zealand Certificate in Hospitality Level 2, completed at a polytechnic or private provider, can be useful for those wanting to get work in the hospitality industry.

Secondary education: There are no specific secondary educational requirements, but NCEA Level 1 English is preferred.

Personal qualities needed:

- good communicators, with strong people skills
- able to remember customers' orders
- efficient and speedy
- able to work well in a team.

Useful experience:

- restaurant, cafe or catering work
- work involving customer service
- retail work.

Related jobs: Bartender, Cafe Worker, Waiter/Waitress.

Vocational pathways: Services industries.

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Summary

Barristers give legal advice and appear on behalf of clients in civil, family and criminal cases in courts and tribunals.

Pay:

Pay for barristers varies depending on their experience, the size of the law firm they work in, and the region they work in.

- Graduate barristers usually earn \$31,000 to \$72,000 a year.
- Barristers with two to four years' experience usually earn \$33,000 to \$125,000.
- Senior barristers with at least five years' experience usually earn \$45,000 to \$250,000.

Job opportunities: Chances of getting a job as a barrister are average, as while there is a steady amount of work, competition for positions is high.

Length of training: 3–4 years of training usually required.

About the job

What you will do:

- give legal advice to solicitors and solicitors' clients
- give legal opinions on questions of law and fact
- prepare and conduct civil, criminal and family cases in court
- prepare and present cases to specialist tribunals and committees.

Skills and knowledge needed:

- knowledge of New Zealand laws and the legal system
- knowledge of courthouse procedure
- ability to present evidence in court
- legal research skills.

How to enter the job

To become a barrister you need to have a Bachelor of Laws (LLB).

After gaining your degree, you must complete a Professional Legal Studies course to be admitted to the roll of Barristers and Solicitors of the High Court of New Zealand.

You then need at least three years' experience as a solicitor before you can practise as a barrister.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful subjects include English, history, te reo Māori and classical studies.

Personal qualities needed:

- persuasive
- able to think on their feet
- confident
- honest and reliable
- good at public speaking.

Useful experience:

- law clerk, secretary or executive work
- solicitor work
- public speaking experience.

Related jobs: Solicitor, Judge.

Vocational pathways: Services industries.

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Bartender

Summary

Bartenders prepare and serve drinks in bars, restaurants and clubs.

Pay:

- Bartenders earn an average of about \$16 an hour.

Job opportunities: Chances of getting a job as a bartender are good due to high turnover.

Length of training: No specific training requirements.

About the job

What you will do:

- take orders, make and serve drinks
- clean and tidy the bar area
- check customers' identification for proof of legal drinking age
- handle cash, EFTPOS and other payments
- collect and wash glasses
- operate gaming machines
- ensure that customers do not drink too much (host responsibility)
- help prepare and serve food.

Skills and knowledge needed:

- knowledge of types of beer, wine and other alcoholic drinks
- drink preparation and drink service skills
- knowledge of liquor licensing regulations.

Kaitiaki Pae Inu

How to enter the job

You generally need to be at least 18 years old to work as a bartender. There are no other specific entry requirements for bartenders, as training is done on the job.

Many courses are available in bartending and cocktail-making, some of which are run as part of more in-depth hospitality courses.

Bartenders may work towards a National Certificate in Hospitality (Food and Beverage) Level 3 while on the job.

Secondary education: There are no specific secondary education requirements, but maths may be useful.

Personal qualities needed:

- friendly and polite
- mature and honest
- adaptable and able to work well under pressure
- confident and empathetic when dealing with customers
- able to use their initiative
- able to follow instructions
- good at maths.

Useful experience:

- work in customer service, particularly as a waiter/waitress
- experience serving drinks.

Related jobs: Hotel/Motel Manager, Waiter/Waitress, Maitre d'Hotel.

Vocational pathways: Services industries.

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Summary

Beauty therapists provide beauty treatments for the face, body and nails, such as facials, appearance medicine, laser hair removal and nail painting.

Pay:

Pay for beauty therapists varies depending on what type of work they do, and their hours.

- New beauty therapists usually earn between minimum wage and \$16 an hour.
- Beauty therapists with more than two years' experience may earn between \$16 and \$28 an hour.
- Nail technicians may earn up to \$19 an hour.
- Some beauty therapists work on a salary plus commission basis, and many are self-employed.

Job opportunities: Chances of getting a job as a beauty therapist are good due to increased demand for beauty services.

Length of training: 1 year of training usually required.

About the job

What you will do:

- study clients' skin and treat conditions such as acne
- advise clients on face and body care
- apply and sell make-up and skincare products
- give clients face and body treatments such as facials, scrubs, peels and massages
- remove unwanted hair by waxing, electrolysis, or lasers
- apply artificial tan
- shape, dye or apply eyebrows and eyelashes
- prepare, paint, buff or apply nails
- decorate or pierce nails
- assist nurses to give cosmetic injections.

Skills and knowledge needed:

- knowledge of the body, including skin, hair and nail health
- face and body treatments such as facials, manicures, massage, electrolysis and laser hair removal
- skill in applying make-up and false eyebrows or eyelashes
- familiarity with beauty products, appearance medicine and chemical treatments
- knowledge of dyeing eyebrows and eyelashes
- knowledge of nail care and nail problems
- skill in using various nail applications, and filing, polishing and shaping techniques
- an understanding of hygiene, and health and safety.

Beauty therapists who are self-employed also need business skills.

How to enter the job

To become a beauty therapist you need to complete a one-year, full-time certificate or diploma in beauty therapy.

Newly qualified beauty therapists are often supervised and trained by senior beauty therapists.

Secondary education: There are no specific secondary education requirements to become a beauty therapist, but NCEA Level 1 in maths and English and NCEA Level 2 in art and science is useful.

Students can study unit standards in beauty services through the Gateway programme. This programme is free while you are still at school.

Personal qualities needed:

- friendly, tactful and patient
- creative and artistic
- organised and able to work well under pressure
- good at sales
- good at managing their time
- able to work well in a team.

Useful experience:

- modelling
- customer service or retail work
- volunteer work in a beauty salon
- fashion or cosmetics sales work
- work as a hairdresser or hairdresser's assistant.

Related jobs: Make-up Artist, Hairdresser/Barber, Massage Therapist, Body Artist.

Vocational pathways: Services industries, Creative industries.

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Beekeeper

Summary

Beekeepers look after beehives in apiaries that produce honey, wax, pollen and other products. Beekeepers also offer pollination services to horticultural and seed crop producers.

Pay:

Pay for employed beekeepers varies depending on the number of hives they look after, their experience and their level of responsibility. Some employers give their beekeepers a percentage of the annual honey production.

- Beekeepers with no experience usually start on \$31,000 a year, rising to \$37,000 after one season.
- Beekeepers with three to four years' experience usually earn between \$40,000 and \$55,000.
- Apiary managers, who are responsible for staff and apiary operations, usually earn between \$65,000 and \$95,000.
- Earnings for owner-operator beekeepers depend on the number of hives they manage, and their income from pollination services and honey production.

Job opportunities: Chances of getting a job as a beekeeper are average for those new to the job but good for people with experience.

Length of training: No specific training requirements.

About the job

What you will do:

- collect honey from hives and extract honey from combs
- transport hives to various locations
- inspect hives and treat them for diseases or parasites such as the varroa mite
- ensure colonies have sufficient food
- provide a pollination service by renting hives
- breed queen bees
- build and maintain hives
- package honey and honey products for processing
- run their own business and keep records.

Skills and knowledge needed:

- thorough knowledge of the cycles and habits of bees
- good bee-handling skills
- knowledge of plant types and life cycles
- skill in identifying bee diseases, and knowledge of methods of disease control
- knowledge of how to extract and assess the quality of bee products such as honey, pollen, royal jelly and propolis (an antibiotic gum or resin)
- carpentry skills for building and repairing hive boxes.

Those running their own business also need small business skills.

Kaitiaki Pi

How to enter the job

There are no entry requirements to become a beekeeper. Most skills can be learned on the job, but a tertiary qualification such as the National Certificate in Apiculture (Level 2) in beekeeping is useful.

Telford – part of Lincoln University – offers a full-time apiculture (beekeeping) programme in Kaitaia, where students can study towards a National Certificate in Apiculture (Level 3). Primary ITO offers Level 2 training.

Apprenticeships are sometimes available.

Employers may support their beekeepers to complete Disease Elimination Conformity Agreement (DECA) training – to make sure they can recognise American foulbrood disease.

Many employers require their beekeepers to have a driver's licence and a heavy vehicle licence, and some may support staff to gain heavy truck and forklift licences.

Secondary education: Useful subjects include agriculture, maths and biology.

Personal qualities needed:

- motivated
- observant
- good at keeping records.

Useful experience:

- keeping bees as a hobby
- attending beekeeping courses or joining the local beekeepers' club may be a good introduction to beekeeping
- carpentry or other woodworking experience is also useful.

Related jobs: Farm Worker, Crop Farmer/Crop Manager, Food and Beverage Factory Worker, Animal Care Attendant.

Vocational pathways: Primary industries.

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Summary

Biochemists study the chemical structure and function of animals, plants and micro-organisms such as bacteria and viruses. They use this research to develop medical, industrial and agricultural products.

Pay:

Pay for biochemists depends on their qualifications and experience.

- Biochemists with Bachelor's degrees working at the technician level earn around \$35,000 to \$55,000 a year.
- Those with Master's degrees usually earn around \$55,000 to \$75,000.
- Senior biochemists who have PhDs may earn \$76,000 to \$94,000.
- With more responsibility and experience, pay could rise to about \$130,000 a year or more.

Job opportunities: Chances of getting a job as a biochemist are average – limited for those doing fundamental research, but good for those doing applied research.

Length of training: 3–9 years of training usually required.

About the job

What you will do:

- study the chemical make-up of living things, including genes, proteins and molecules
- study chemical processes such as digestion and growth
- study the effects of foreign bodies, such as diseases or vaccines, on living things
- develop and test new products such as medicines or ingredients
- write scientific reports and papers for journals
- manage laboratory teams.

Skills and knowledge needed:

- knowledge of statistics, chemistry and biology
- knowledge of cells and organs, and the role of genes and proteins in living things
- knowledge of chemicals, poisons and molecules, and their effects on living things
- practical skills for performing experiments and operating scientific equipment
- skill in researching, as well as analysing and interpreting research results
- maths and computer skills
- expertise in writing grant and funding applications.

Biochemists working at a senior level may also need management and leadership skills.

How to enter the job

To become a biochemist you need to have one of the following qualifications:

- Bachelor of Technology majoring in biochemistry
- Bachelor of Science
- Bachelor of Science and Technology.

Postgraduate qualifications, such as a Master's degree or PhD, are recommended for those wanting to enter research-based positions.

Secondary education: A tertiary entrance qualification is required to enter further training. NCEA Level 3 in maths, chemistry, physics and biology are recommended.

Personal qualities needed:

- investigative and enquiring
- self-motivated
- observant
- creative and innovative
- patient and detail-oriented
- good at problem solving
- good at planning and organisation
- good at writing and communicating.

Useful experience:

- work with medicines or chemicals
- work as a science technician or medical laboratory technician
- other laboratory work
- experience writing reports.

Related jobs: Chemist, Microbiologist, Biotechnologist, Science Technician, Medical Laboratory Scientist.

Vocational pathways: Manufacturing and technology, Primary industries.

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Biomedical Engineer

Summary

Biomedical engineers use maths, engineering and biology to understand how the body works and to solve health care problems. They may design, build and maintain medical equipment, or develop artificial body parts, drugs or computer programs to help treat disabilities, diseases or injuries.

Pay:

Pay for biomedical engineers varies depending on where they work, the role they do, their qualifications and their experience.

- Starting pay can range from \$45,000 a year for those with a Bachelor's degree, to over \$70,000 for those with a Doctorate.
- Senior biomedical engineers with 10 years' experience or more can earn from \$70,000 to \$120,000.

Job opportunities: Chances of getting a job as a biomedical engineer are good, due to a shortage of workers.

Length of training: 4 years of training required.

About the job

What you will do:

- consult and collaborate with doctors and other medical staff
- conduct research and publish the results
- keep up to date with biotechnical developments
- design and develop biotechnical products such as medical scanning devices, artificial body parts, drugs, computer models and software
- test products with patients or volunteers
- train medical staff in how to use devices, and provide technical support when devices are in use.

Skills and knowledge needed:

- knowledge of engineering and biology
- design skills
- skill in analysing and interpreting information such as design specifications
- knowledge of physiology (the science of how the body functions) and medical terms.

Mataaro Rongoā Koiora

How to enter the job

To become a biomedical engineer you need an undergraduate degree in one of the following:

- biomedical engineering – for example, Bachelor of Biomedical Engineering (Honours) from the University of Auckland
- engineering – for example, mechanical engineering or electronics, with life science components
- a conjoint or double degree – for example, in engineering and biomedical science

To work in research you usually need a Doctorate (PhD) in similar subjects.

Secondary education: You need a tertiary entrance qualification to enter university. NCEA Level 3 maths with calculus, and physics are recommended.

Personal qualities needed:

- practical and logical
- accurate, with an eye for detail
- creative and innovative
- able to work well under pressure
- problem-solvers
- able to work alone or part of a team.

Useful experience:

- engineering experience
- experience working with computers and electronics
- experience in the healthcare industry.

Related jobs: Chemical Engineer, Biomedical Technician, Mechanical Engineer, Electrical Engineer, Civil Engineer, Medical Laboratory Scientist, Medical Radiation Technologist, Radiation Therapist, Tertiary Lecturer.

Vocational pathways: Social and community services, Manufacturing and technology.

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Summary

Biomedical technicians maintain complex mechanical and electronic medical equipment in hospitals and other health sector institutes. They may also make, modify or repair specialised clinical accessories, surgical instruments and surgical implants.

Pay:

Biomedical technicians' pay depends on experience, whether they are qualified and whether they have management responsibilities.

- Trainee biomedical technicians without a qualification start on \$32,000 a year.
- Graduate biomedical technicians earn about \$47,500.
- After six years' experience, they usually earn \$63,000. Those who take on other responsibilities such as managing contracts may earn more than this.
- Biomedical technicians in a supervisory role can earn up to \$82,000.

Job opportunities: Chances of getting a job as a biomedical technician are average due to the occupation being small but with increasing vacancies.

Length of training: 2 years of training usually required.

About the job

What you will do:

- advise and consult with medical staff about their equipment requirements
- make surgical equipment and tools
- install and test medical equipment
- examine, maintain and repair equipment
- do quality assurance and electrical safety checks on equipment
- train staff to use equipment and give technical advice and assistance
- help design and develop implants for use during operations – for example, artificial joints.

Skills and knowledge needed:

- knowledge of medical equipment, its use and care
- knowledge of biomedical technology
- practical skills in mechanics, engineering, electronics and testing equipment
- a basic understanding of physiology and medical terms.

How to enter the job

To become a biomedical technician you need to complete an electrical, electronic or mechanical engineering tertiary qualification, such as a:

- New Zealand Diploma of Engineering
- Bachelor of Engineering Technology.

Biomedical technicians who are registered as electrical service technicians must take a refresher course every two years to keep their licence up to date.

Secondary education: At least four years of secondary education is needed to enter training. Useful subjects include maths, physics, metal work, computer science and English.

Personal qualities needed:

- careful, methodical, well organised and responsible
- able to work without direct supervision and show initiative
- calm
- discreet, and mindful of patients' rights and comfort
- customer-focused
- good communicators
- skilled at analysis and problem solving
- good with computers.

Useful experience:

- work with a medical equipment company
- computer work
- engineering work
- an electrical or mechanical background.

Related jobs: Mechanical Engineering Technician, Biomedical Engineer, Mechanical Engineer, Electrical Engineer, Toolmaker, Electrical Engineering Technician.

Vocational pathways: Manufacturing and technology, Social and community services.

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Biosecurity Officer

Āpiha Ao Koiora

Summary

Biosecurity officers check areas of land for harmful animals or plants and arrange for, or help with, pest destruction and control.

Pay:

Pay for biosecurity officers varies depending on their experience.

- Starting pay for biosecurity officers is usually \$40,000 to \$45,000 a year.
- After about three to five years' experience, biosecurity officers usually earn between \$55,000 and \$70,000.

Job opportunities: Chances of getting a job as a biosecurity officer are poor due to it being a small occupation with high competition for jobs.

Length of training: 3 years of training usually required.

About the job

What you will do:

- inspect and monitor plants, land and water for pests
- advise landowners to destroy pests and check that they are complying with their legal obligations
- remove and destroy pests, or arrange for them to be removed and destroyed by pest control technicians
- carry out control work
- gather data from experimental eradication projects
- educate the public about animal and plant pests and how to control them
- prepare reports or charges against any law breakers.

Skills and knowledge needed:

- knowledge of harmful plants and animals
- knowledge of pest plants and animals in their region and the strategies used to eliminate them
- knowledge of pesticides and how to safely use and handle them.

How to enter the job

To become a biosecurity officer you usually need a Bachelor's degree in botany or zoology. A Master's degree in biosecurity, ecological science or environmental science is sometimes preferred.

You also need to have a current driver's licence.

Some employers encourage, or make it compulsory, for biosecurity officers working with pest plants to get a Growsafe Certificate or National Certificate in Compliance and Regulatory Control – Pest Plant Control (Level 4).

Secondary education: To enter tertiary training, NCEA Level 2 or 3 is usually required. Useful subjects include science and horticulture.

Personal qualities needed:

- observant, reliable and responsible
- tactful, firm and calm
- skilled communicators and negotiators.

Useful experience:

- farm work
- plant nursery work
- work with animals
- conservation work
- laboratory or scientific work
- work involving contact with the public
- work handling pesticides and chemicals.

Related jobs: Environmental Health Officer, Ranger, Pest Control Technician, Hunter/Trapper, Health and Safety Inspector.

Vocational pathways: Social and community services, Primary industries.

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Summary

Biotechnologists use their knowledge of living organisms to create new animal or plant-based products such as pest-resistant crops and pharmaceuticals.

Pay:

Pay for biotechnologists varies depending on qualifications and experience.

- Biotechnologists with Bachelor's degrees usually start on \$40,000 to \$55,000 a year.
- Those with Master's degrees usually earn around \$55,000 to \$75,000 a year.
- Senior biotechnologists, who have PhDs, may earn \$76,000 to \$94,000 a year.
- With more responsibility and experience, pay could rise to \$130,000 a year or more.

Job opportunities: Chances of getting a job as a biotechnologist are good even though it is a small occupation.

Length of training: 3-9 years of training usually required.

About the job

What you will do:

- study the genetic make-up of plants, animals, humans
- study micro-organisms such as bacteria, fungi and yeast
- use cellular and molecular techniques to produce crops more resistant to disease or with increased productivity
- develop and test methods of making new products
- meet with clients to discuss problems and propose solutions using biotechnology
- monitor production trends and data
- work out budget and production costs, and prepare funding or patent applications
- participate in intellectual property negotiations related to their field of expertise.

Skills and knowledge needed:

- knowledge of biochemistry, microbiology, molecular biology and physics
- an understanding of industrial processes
- knowledge of safety procedures for hazardous substances
- an understanding of statutory and ethical responsibilities relating to genetic engineering
- practical skills for performing experiments and operating scientific equipment
- skill in analysing and interpreting research results
- ability to communicate complex research findings to a range of audiences
- writing skills, for writing reports or proposals.

How to enter the job

To become a biotechnologist you need to have one of the following qualifications as a minimum:

- Bachelor of Science majoring in biochemistry, genetics, molecular biosciences, food technology or plant biotechnology
- Bachelor of Engineering majoring in biotechnology
- Bachelor of Technology majoring in biotechnology, industrial bioscience, biochemical engineering or food technology.

However, a Masters or Doctorate in biotechnology or a relevant field is important for most research jobs.

Secondary education: A tertiary entrance qualification is needed to enter further training. NCEA Level 3 calculus, biology, maths, chemistry and physics are preferred.

Personal qualities needed:

- patient and persevering
- investigative and enquiring
- detail-oriented
- observant
- creative and innovative
- good at problem solving
- good at planning and organising.

Useful experience:

- laboratory work
- research work
- work in quality control
- business-related work.

Related jobs: Microbiologist, Chemical Engineer, Biochemist, Food Technologist, Agricultural/Horticultural Scientist.

Vocational pathways: Manufacturing and technology, Primary industries.

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Boat Builder

Summary

Boat builders make and repair sailing, fishing, pleasure and motor boats. They may also design vessels or assist naval architects with the design of vessels.

Pay:

Boat builders usually work on an hourly rate.

- Apprentices may start on the apprentice training rate or a little more. This increases as they gain experience.
- A fully-qualified boat builder working for a boat building company usually earns between \$18 and \$30 per hour.
- A self-employed boat builder may charge between \$40 and \$60 per hour.
- Many boat builders charge a job-by-job rate agreed with the client at the time of hiring.

Job opportunities: Opportunities for boat builders are average, with the boat building industry only slowly recovering from the recession.

Length of training: 3-5 years of training.

About the job

What you will do:

- use computer-aided design (CAD) software to draw vessel plans
- select the correct materials to use, such as composite materials, timber, alloy and steel
- build vessels, including the frame and interior
- fit engines, beds, masts and decking to vessels
- build interior/exterior cabinetry
- repair and maintain vessels
- oversee electrical and plumbing work.

Skills and knowledge needed:

- knowledge of different boat building methods
- knowledge of different types of boat building materials – such as resin, fibreglass, steel and timber – their properties and how they are used
- the ability to interpret diagrams, rough sketches and computer-aided design (CAD) drawings
- carpentry and engineering skills
- technical skills such as the ability to install machinery and other equipment on board a boat
- practical skills such as electrical wiring, plumbing and painting
- an awareness of safe working practises
- knowledge of trends in boat design.

Kaihanga Waka

How to enter the job

There are no specific entry requirements to work as a boat builder. However, to become a qualified boat builder you need to complete an apprenticeship and gain a qualification in the area of boat building you wish to specialise in such as composite, wood, alloy or steel.

Qualifications can include national certificates in composite boat building, alloy boat building, marine systems engineering or marine cabinet making.

National certificates in boat building can be done through the New Zealand Marine Industry Training Organisation.

Boat building apprenticeships are part of the New Zealand Apprenticeships scheme, which are available to anyone over the age of 16.

Secondary education: Three years of secondary school education is preferred. Useful subjects include workshop technology (metalwork and woodwork), maths, science or technical drawing.

Personal qualities needed:

- skilled in maths
- interested in boats and boating
- accurate and reliable
- able to work as part of a team.

Useful experience:

- boating experience
- carpentry experience
- electrical and plumbing work.

Related jobs: Naval Architect/Boat Designer, Fabrication Engineer, Carpenter, Engineering Machinist, Welder, Marine Engineer, Joiner.

Vocational pathways: Construction and infrastructure, Manufacturing and technology.

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Summary

Body artists use sterilised skin-piercing equipment and ink or jewellery to decorate the skin.

Pay:

Pay for body artists varies greatly and depends on talent and popularity. Body artists usually take a lump sum payment on a piece of work rather than wages, so pay can vary weekly.

- Apprentice body artists may work for free in a studio to learn their trade.
- Apprentice body artists who tattoo clients under supervision may earn minimum training wage.
- Experienced body artists may earn between \$32,000 and \$50,000 a year.
- If working for someone else, body artists usually pay a percentage of what they earn to the studio. Self-employed body artists can earn a reasonable living, though the cost of establishing a business can be high.

Job opportunities: Chances of getting work as a body artist are poor due to the small size of the occupation.

Length of training: No specific training requirements.

About the job

What you will do:

- explain the tattooing or piercing procedure to the client
- help the client choose an image or jewellery
- copy or design an image for clients
- make a stencil of the image
- prepare the area being tattooed or pierced
- pierce the client's body part
- draw the tattoo with inked needles
- ensure the studio and equipment meets with sterilisation, waste management and health and safety standards.

Skills and knowledge needed:

- different artistic styles
- how to use tattooing or piercing equipment
- human anatomy
- how to recognise, treat and prevent infections
- disinfectants and which ones to use on certain areas of skin
- health and safety standards and procedures
- first aid and good hygiene practices.

Self-employed body artists also need business management skills.

How to enter the job

There are no specific entry requirements to become a body artist, as they are trained on the job in an informal apprentice situation by experienced body artists or body piercers. They are usually unpaid while training.

Art courses are useful for body artists.

Small business courses are useful to body artists who run their own business.

Secondary education: NCEA Level 1 art, maths, te reo Māori, graphics, workshop technology and health science are useful.

Personal qualities needed:

- creative and artistic
- patient and confident
- responsible
- able to handle criticism
- calm
- good at listening and communicating
- good with people.

Body artists should also not be squeamish.

Useful experience:

- work in visual arts
- hands-on arts and crafts jobs
- work in beauty, healthcare, retail or customer services.

Related jobs: Artist, Beauty Therapist, Make-up Artist.

Vocational pathways: Creative industries.

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Boiler Attendant

Summary

Boiler attendants look after and maintain boilers that produce steam for heat or power.

Pay:

Pay for boiler attendants depends on their place of employment and how much experience they have:

- Apprentice boiler attendants and those with less than two years' experience usually start out on about \$31,000 to \$37,000 a year.
- Those with two to five years' experience usually earn between \$41,000 and \$52,000 a year.
- Senior boiler attendants, or those working in supervisory positions, usually earn between \$55,000 and \$65,000 a year.

Job opportunities: Chances of getting a job as a boiler attendant are poor due to it being a small occupation experiencing little job growth.

Length of training: Less than 3 years of training required.

About the job

What you will do:

- record details of problems and performance of boilers in logbooks
- complete boiler safety checks
- maintain the correct water and fuel levels in boilers
- maintain the correct temperature and pressure in boilers
- test boiler water, and add chemicals to adjust the water quality
- clean and maintain boilers and work areas.

Skills and knowledge needed:

- knowledge of how to use and maintain boilers
- an understanding of fuels used to heat boilers and chemicals used in boilers
- knowledge of water, water treatment, steam generation and combustion.

Kaikoropupū Wai

How to enter the job

To become a boiler attendant you usually start as an apprentice or trainee and study towards a National Certificate in Energy and Chemical Plant – Process Operation (Level 2).

The national certificate is administered by the New Zealand Motor Training Organisation (MITO).

Secondary education: To become a boiler attendant apprentice or trainee, NCEA Level 1 English, maths and science are recommended.

Personal qualities needed:

- practical and patient
- good at problem solving
- able to work well independently
- safety-conscious and responsible.

Useful experience:

- work in an engineering trade
- any experience working with machinery
- any work in an industrial workshop or factory.

Related jobs: Engineering Machinist, Welder, Plumber, Gasfitter and Drainlayer, Engineering Machinist, Fabrication Engineer.

Vocational pathways: Manufacturing and technology.

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Summary

Brewers use science and brewing equipment to convert malted barley or other grains into beer, and do a variety of tasks in the production and packaging of beer.

Pay:

Pay for brewers varies depending on experience and location.

- Pay for new brewers ranges from minimum wage to about \$40,000 a year.
- Brewers with five years of experience can earn up to \$60,000.
- Head brewers, who run the business and manage staff, may earn up to \$120,000.

Job opportunities: Chances of getting a job as a brewer are average – though demand for people in the role is rising, it is still a relatively small occupation, and competition for positions is high.

Length of training: 3 years of training usually required.

About the job

What you will do:

- select and check the type of malted barley or grain needed to make a brand of beer
- add hops, yeast, hot or cold water and other ingredients at the correct times
- operate computerised machinery that controls the brewing process
- monitor the temperature, acidity, fermentation and colour of beer throughout the brewing process
- sterilise and maintain brewing equipment
- package beer and deliver it locally
- monitor the costs of production, do stock counts and order ingredients
- manage a team of brewery workers.

Skills and knowledge needed:

- chemistry, microbiology and biology, so that they understand the technical and scientific processes that produce beer
- the raw materials used in brewing (such as yeast and types of malted barley)
- hygiene and sterilisation methods
- brewery machinery and technology, including ability to do basic repairs
- methods of quality control.

Brewers should also know about food hygiene regulations and in large plants some knowledge of industrial law is useful.

How to enter the job

To become a brewer, you need to have a degree in one of the following subjects:

- food science or technology
- chemistry
- biochemistry
- microbiology
- chemical or process engineering.

To gain further qualifications, such as The Master Brewer (MBrew), you must become a member of the Institute of Brewing and Distilling so you can sit the required examination, and you need to have relevant experience.

To become a brewery worker you need at least three years of secondary education. Useful subjects include maths, English, computer studies and science – especially chemistry.

While working, brewery workers may gain:

- national certificates in food and beverage manufacturing or in mechanical engineering through Competenz
- certificates or diplomas in brewing or beer packaging through The Institute of Brewing and Distilling.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful subjects include NCEA Level 3 chemistry, biology and maths.

Personal qualities needed:

- able to take initiative
- practical and efficient
- accurate, with an eye for detail
- patient and reliable
- able to work well in a team
- skilled in communicating with others
- good at solving problems.

Useful experience:

- work in a factory, laboratory, brewery or winery
- dairy technology, food processing or production work
- work with machinery.

Related jobs: Microbiologist, Biotechnologist, Food Technologist, Winemaker.

Vocational pathways: Services industries, Manufacturing and technology.

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Bricklayer

Summary

Bricklayers lay bricks, concrete blocks and tiles to construct or repair buildings, walls, arches, chimneys or paved areas.

Pay:

Pay for bricklayers depends on their skills and experience.

- Apprentices may start on the training minimum wage, with pay rising as they gain skills and qualifications.
- Inexperienced bricklayers with no qualifications usually earn \$16 to \$20 an hour.
- Skilled bricklayers or those who have completed an apprenticeship usually earn \$25 to \$30 an hour.
- Highly experienced bricklayers may earn up to \$40 an hour.

Job opportunities: Chances of getting a job as a bricklayer are good due to the building boom.

Length of training: 2-4 years of training usually required.

About the job

What you will do:

- consult with clients
- design and draw bricklaying plans
- read and follow construction plans
- cut and shape bricks, blocks and tiles
- make and place mortar
- lay bricks, blocks and tiles in rows or shapes
- alter, repair and restore brickwork.

Skills and knowledge needed:

- knowledge of bricklaying methods, materials and tools
- the ability to interpret building plans and drawings
- skill in laying bricks, blocks or tiles
- basic carpentry and maths skills
- knowledge of decorating styles
- knowledge of health and safety requirements.

Bricklayers who are self-employed also need small business skills.

Ringa Tiri Porokere

How to enter the job

There are no specific entry requirements for becoming a bricklayer. However, some employers prefer to hire someone who has or is working towards a National Certificate in Refractory Installation (Level 3) or National Certificate in Brick - Block Laying (Level 4), through an apprenticeship.

The Building and Construction Industry Training Organisation (BCITO) oversees bricklaying apprenticeships.

Secondary education: There are no specific secondary education requirements to become a bricklayer. However, NCEA Level 2 in English, maths, technology and design and visual communication are useful.

Year 11 and 12 students can learn more about the construction industry, and gain relevant skills, by doing a National Certificate in Building, Construction and Allied Trades (Levels 1 and 2) through the BConstructive programme.

For Year 11 to 13 students, the Gateway programme is a good way to gain industry experience. These programmes may help you gain an apprenticeship, but do not reduce the amount of time it takes to complete it.

Personal qualities needed:

- accurate
- motivated, and able to work to strict deadlines
- able to work well independently and as part of a team
- comfortable working at heights and in confined spaces
- good communicators.

Useful experience:

- industrial, interior or landscape design
- construction site labouring
- any other work in the building construction industry.

Related jobs: Building Contractor, Building and Construction Labourer, Concrete Worker, Stonemason, Roofer.

Vocational pathways: Construction and infrastructure.

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Building and Construction Labourer

Summary

Building and construction labourers clear, dig and level land, make concrete, and help with plumbing and drainage work on roads and building sites.

Pay:

Pay for building and construction labourers varies between employers and regions and depends on the work being done.

- Most building and construction labourers earn between minimum wage and \$20 an hour.
- Some skilled labourers may earn up to \$26 an hour.

Job opportunities: Chances of getting a job as a building and construction labourer are good due to the construction boom.

Length of training: No specific training requirements.

About the job

What you will do:

- help erect scaffolding and construct or demolish buildings
- level ground, dig trenches and lay pipes or cables
- make and maintain roads, pathways or railways
- pour and finish concrete
- operate machines such as mowers or concrete breakers
- move equipment and materials, and clean up work sites.

Skills and knowledge needed:

- practical skills
- an understanding of basic building methods and terms
- knowledge of worksite safety rules
- knowledge of correct lifting techniques.

They may also need to be able to operate heavy machinery or drive heavy vehicles.

Kaimahi Whaihanga

How to enter the job

There are no specific requirements to become a building and construction labourer, as you gain skills on the job.

Some businesses have training programmes in skills such as driving heavy vehicles or operating heavy machinery.

Secondary education: There are no specific secondary education requirements to become a building and construction labourer. However, NCEA Level 2 in English, woodwork and maths is useful.

Personal qualities needed:

- safety-conscious
- hard-working, efficient and adaptable
- observant, with an eye for detail
- able to follow instructions
- able to work with a wide range of people
- good at using and caring for equipment.

Useful experience:

- building work
- farm or engineering work
- work involving physical labour, such as gardening or road construction.

Related jobs: Bricklayer, Concrete Worker, Roding Construction Worker, Scaffolder, Carpenter.

Vocational pathways: Construction and infrastructure.

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CV Builder

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Building and Construction Manager

Summary

Building and construction managers plan, control and co-ordinate civil engineering or building projects, and the resources and people involved.

Pay:

Pay for building and construction managers varies depending on their specific role, the size and location of the project they are working on, and their experience and qualifications.

- Construction project managers usually earn \$90,000 to \$140,000 a year.
- Construction site managers usually earn \$100,000 to \$150,000.
- Senior project managers, project directors and construction managers may earn more.

Job opportunities: Demand for building and construction managers is good due to the construction boom.

Length of training: 2-4 years of training usually required.

About the job

What you will do:

- consult with clients, building professionals, local councils and architects
- estimate the number of workers, types of machinery and materials required
- estimate prices and put in tenders for jobs
- plan building programmes and co-ordinate supplies of materials and machinery
- hire workers and apprentices and liaise with subcontractors
- plan, establish and monitor health and safety systems
- establish and implement traffic management and environmental plans
- work with quantity surveyors to ensure costs are kept within budget.

Skills and knowledge needed:

- knowledge of building methods and materials
- skill interpreting drawings and architectural plans
- an understanding of building standards and safety regulations
- maths skills, and knowledge of cost control and purchasing
- knowledge of health and safety procedures
- an understanding of quality control systems
- administrative and business skills.

Kaiwhakahaere Hanga Whare

How to enter the job

To become a building and construction manager, you need extensive experience in the building construction industry.

Construction companies are increasingly looking for building and construction managers with qualifications such as:

- civil engineering degree
- building qualification
- construction management diploma
- quantity surveying qualification.

Secondary education: There are no specific secondary education requirements to become a building and construction manager. However, NCEA Level 2 in English, maths and design and visual communication are useful.

Year 11 and 12 students can learn more about the construction industry and gain relevant skills by doing a National Certificate in Building, Construction and Allied Trades (Levels 1 and 2) through the BConstructive programme.

For Year 11 to 13 students, the Gateway programme is a good way to gain industry experience.

Personal qualities needed:

- safety-conscious
- accurate and practical
- able to work with a range of people
- able to work well under pressure
- good communicators
- good at managing and motivating workers
- good planners and organisers.

Useful experience:

- building and construction work, especially in a managerial role
- general managerial experience.

Related jobs: Building Contractor, Civil Engineer, Quantity Surveyor.

Vocational pathways: Construction and infrastructure.

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Summary

Building contractors run their own businesses and plan, supervise and work on the construction and alteration of buildings.

Pay:

There are no set pay rates for building contractors and what you earn depends on your ability, as well as how often you work and the success of your building company. There may be times when your services are in high demand and times with little or no work.

According to the 2013 Census, incomes for building contractors usually range from \$29,400 to \$50,600 a year.

Job opportunities: Opportunities for building contractors are good due to the construction boom.

Length of training: 3–4 years of training usually required.

About the job

What you will do:

- discuss building plans or changes with architects, clients and other tradespeople
- calculate the amount of materials required and estimate the cost of jobs
- hire and supervise tradespeople such as electricians and plumbers
- organise details of contracts
- arrange building consents and notify building and plumbing inspectors
- construct, alter and repair buildings
- ensure building standards and correct health and safety practices are met
- keep accounts and collect payments.

Skills and knowledge needed:

- building and carpentry skills
- knowledge of building methods and materials
- understanding of building standards and safety regulations
- skill interpreting drawings and architectural plans
- knowledge of health and safety procedures on building sites
- maths skills
- small business skills.

How to enter the job

There are no specific entry requirements for becoming a building contractor, but most are experienced carpenters with a number of years in the building and construction industry.

A National Certificate in Carpentry or other building qualification is recommended for those wanting to work as building contractors.

The Building and Construction Industry Training Organisation (BCITO) oversees carpentry apprenticeships.

Secondary education: NCEA Level 2 in English, maths, woodwork, accounting and technical drawing are useful.

Year 11 and 12 students can learn more about the construction industry, and gain relevant skills, by doing a National Certificate in Building, Construction and Allied Trades (Levels 1 and 2) through the BConstructive programme.

For Year 11 to 13 students, the Gateway programme is a good way to gain industry experience.

Personal qualities needed:

- accurate, with an eye for detail
- safety-conscious
- able to make good judgements
- able to work with a range of people
- motivated, as they often work independently and must find their own work
- good at planning and organising.

Useful experience:

- most building contractors are experienced carpenters
- any other building trade work is also valuable, as is prior experience running a small business.

Related jobs: Building and Construction Manager, Carpenter, Concrete Worker, Quantity Surveyor, Joiner.

Vocational pathways: Construction and infrastructure.

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Building Insulator

Summary

Building insulators install or apply special material to buildings or equipment to prevent or reduce heat, cold, air, sound or moisture.

Pay:

Pay for building insulators varies depending on employer, region and experience.

- Pay for new building insulators ranges from minimum wage to \$17 an hour.
- Experienced building insulators usually earn between \$17 and \$25 an hour.
- They may earn more than this if they are leading a team.
- Some building insulators are paid according to the amount of work they complete. They may earn a standard salary and a bonus for each square metre of insulation they install.

Job opportunities: Chances of getting work as a building insulator are good due to the construction boom and a shortage of suitable workers.

Length of training: Less than 1 year of training usually required.

About the job

What you will do:

- advise clients on what insulation to use
- erect scaffolding, trestles or ladders
- install heat, sound or fireproofing insulation in ceilings and walls, and under floors
- put draught sealant around doors and windows
- install insulation around hot water cylinders
- use equipment to inject loose fill or foam insulation
- insulate vehicles and boats.

Skills and knowledge needed:

- knowledge of insulation materials and methods
- the ability to read building plans.

Building insulators who are self-employed also need business skills.

Kaitauārai Whare

How to enter the job

There are no specific entry requirements to become a building insulator, as you learn skills on the job. However, most employers prefer you to:

- have a driver's licence
- pass a drug test
- agree to a pre-employment police check.

You may choose to complete the Insulation Association of New Zealand's (IAONZ) training programme for building insulators, which involves on-the-job training and theory.

Secondary education: There are no specific secondary educational requirements, but NCEA Level 1 is recommended.

Personal qualities needed:

- reliable
- able to use their initiative and display good judgement
- able to work well with others
- good problem-solvers
- accurate and able to do basic maths.

Useful experience:

- building industry work such as carpentry
- general labouring work.

Related jobs: Building and Construction Labourer.

Vocational pathways: Construction and infrastructure.

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Summary

Building surveyors inspect plans and building constructions to see if buildings are, or will be, built correctly. They may also issue certificates, write reports and help owners and potential buyers with construction problems and solutions.

Pay:

Pay for building surveyors depends on their experience, where they work and what type of work they do.

- New building surveyors start on \$50,000 to \$65,000 a year, depending on their experience.
- Experienced building surveyors earn up to \$100,000.
- Managers of teams, or those who own their own business, can earn between \$90,000 and \$160,000.
- Private building surveyors may earn significantly more.

Job opportunities: Chances of getting a job as a building surveyor are good due to a shortage of qualified workers.

Length of training: No specific training requirements.

About the job

What you will do:

- inspect plans and/or building constructions to see if buildings are, or will be, built correctly
- check for problems such as presence of asbestos, methamphetamine (P), damp or mould
- discuss building work and regulations with builders, architects, owners and property buyers
- assess and report on problems or potential problems with the design, location or materials of buildings
- advise on solutions for problems with land or buildings
- assess building conditions for property owners or potential owners, banks and insurance companies, and provide them with specialist reports.

Building control officers who work for councils may also:

- process building consent applications
- check that buildings comply with approved plans and relevant laws and regulations
- issue relevant notices or certificates, depending on whether the building meets requirements or not.

Skills and knowledge needed:

- the Building Act 2004, the Building Code and other related laws, and how these apply to plans and buildings
- building methods and materials
- how to interpret drawings and architectural plans
- maths, for calculations such as insulation
- health and safety guidelines
- how to use online reporting tools and/or inspection tools.

How to enter the job

To become a building surveyor, you need three to 10 years' relevant work experience, and/or a building-related degree or diploma. If your role involves site inspections you need a driver's licence.

Secondary education: Building surveyors usually need at least four years' secondary education. Useful subjects include English, maths, and computing/digital technologies.

Personal qualities needed:

- accurate, with an eye for detail
- efficient and good at record-keeping
- confident communicators with strong relationship and negotiation skills
- able to translate building jargon into easily understood terms
- responsible, with good judgement.

Useful experience:

- hands-on work in construction such as carpentry or plumbing
- work in quantity surveying, architecture or engineering.

Related jobs: Building Contractor, Carpenter, Plumber, Gasfitter and Drainlayer.

Vocational pathways: Construction and infrastructure.

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Bus Driver

Summary

Bus drivers drive buses with passengers along local or intercity routes.

Pay:

Pay for bus drivers varies depending on their experience, where they work, and what type of bus they drive.

- Bus drivers earn on average about 48,000 a year, working a 43 hour week.
- New recruits may start on about \$33,000 a year while training, moving up to about \$41,000 once they are fully trained.
- City bus drivers can earn up to \$70,000 or more by working overtime.
- For tour coach drivers, pay will also vary depending on whether they are full-time employees, employed on contract per trip, or seasonal employees. Part-time or seasonal drivers may face periods without work, and may not receive all the benefits of full-time employees.

Job opportunities: Chances of getting a job as a bus driver are good due to increasing demand and relatively high worker turnover.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- visually inspect buses prior to taking them out and make sure they are clean, refilled and ready for use
- load and unload passengers' luggage
- collect fares from passengers and give them tickets and change
- give passengers information on routes, fares and timetables
- drive buses
- deliver a commentary on the area they are travelling through, and answer passengers' questions
- keep a logbook.

Skills and knowledge needed:

- excellent driving skills
- knowledge of the Road Code and transport regulations
- knowledge of the area they work in, the correct bus routes to take, and the correct fares for each journey
- the ability to operate Global Positioning Systems (GPS) technology and multi-function ticketing systems
- understanding of basic bus maintenance
- knowledge of sites and attractions along their route, as well as knowledge of New Zealand culture and history.

Kaitaraiwa Pahi

How to enter the job

To become a bus driver you need to have held a clean Class 1 driver's licence (a car licence) for two years. Depending on the size of bus you want to drive, you also need a Class 2 or Class 4 driver's licence.

Most bus companies will provide driver training to help you get these licence classes and usually pay drivers in training. The training period usually lasts 8-9 weeks.

You must also have a passenger (P) endorsement on your licence, which shows you can carry passengers. This involves:

- passing a medical exam, including an eyesight test
- passing a course that shows you understand the law relating to passenger drivers
- a background check, to check you are a 'fit and proper person'.

You must renew your 'P' endorsement regularly.

Secondary education: There are no specific secondary educational requirements for bus drivers, but English, maths, geography, history, te reo Māori and foreign languages are useful.

Personal qualities needed:

- alert
- honest and reliable
- good at basic maths
- courteous, friendly and polite
- able to relate to people from a range of backgrounds and deal with difficult passengers
- able to remain calm under pressure and in emergencies
- good communicators
- good organisers with planning and time management skills.

Useful experience:

- work as a driving instructor
- work as a truck or taxi driver
- any customer service work.

Related jobs: Heavy Truck Driver, Taxi Driver/Chauffeur, Train Driver, Tour Guide.

Vocational pathways: Services industries.

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Summary

Business analysts analyse the systems and procedures an organisation uses, and recommend technology or processes to improve business efficiency and productivity.

Pay:

Pay for business analysts varies. According to an AbsoluteIT salary survey, business analysts in the:

- lowest-paid group earned an average of \$69,000 a year
- middle pay range earned an average of \$84,000
- highest-paid group earned an average of \$110,000.

Business analysts working as contractors earn an average of \$70 to \$100 an hour.

Job opportunities: Chances of getting a job as a business analyst are good due to a shortage of workers.

Length of training: 3 years of training usually required.

About the job

What you will do:

- consult with management, staff and customers on how work is done in an organisation
- design computer solutions to improve organisational efficiency and productivity
- write functional requirements for computer systems using models and diagrams
- work out the new system's requirements and specifications
- decide if computers or new software applications are required
- make cost estimates and business cases for different software options
- oversee the system's development, including design, choice of computers (hardware) and computer programs (software).

Skills and knowledge needed:

- computer hardware and software, and methods of programming
- methods of analysing needs, costs and benefits
- the business they are working in and the staff's work methods.

How to enter the job

To become a business analyst, you usually need a tertiary qualification in one of:

- business analysis
- computing
- information systems
- business computing.

Business analysts also gain many skills on the job, and may gain certifications relevant to their field.

Secondary education: Useful school subjects include computing and digital studies, English and maths.

Personal qualities needed:

- logical, methodical, patient and good listeners
- able to work well under pressure to meet deadlines
- skilled at design and planning
- good at communicating orally and in writing
- skilled at analysing and problem solving.

Useful experience:

- computer programming
- business management
- project management.

Related jobs: Information Technology Manager, Systems Administrator, Project Manager, Technical Writer.

Vocational pathways: Manufacturing and technology.

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Butcher

Summary

Butchers cut, prepare and sell meat in a butcher's shop or a supermarket.

Pay:

Pay for butchers varies depending on qualifications and experience.

- Apprentices may start on or slightly above the minimum wage.
- Once qualified, butchers may earn about \$19 an hour (\$40,000 a year for a 40 hour week).
- Experienced butchers may earn \$20 to \$22 an hour (\$42,000 to \$46,000 a year).
- Those with managerial responsibilities may earn up to \$25 an hour (\$52,000 a year).

Job opportunities: Chances of getting a job as a butcher are good due to increasing demand.

Length of training: 3–4 years of training usually required.

About the job

What you will do:

- break down and bone animal carcasses into cuts of meat
- make mince, sausages and other smallgoods
- help customers choose meat, and give advice about cooking methods
- cure and smoke meat
- sharpen and maintain knives and butchery equipment
- keep the workplace clean and hygienic
- package meat for display
- order and carry out stocktakes of supplies.

Skills and knowledge needed:

- different cuts and grades of meat, and how long they remain fresh
- how to prepare and cook different types of meat
- how to safely use knives and other butchery equipment
- food hygiene legislation and regulations.

Ringa Tapahi Miti

How to enter the job

To become a butcher you need to complete an apprenticeship and gain the New Zealand Certificate in Butchery. Competenz oversees butcher apprenticeships.

Secondary education: Three years' secondary education and a good level of English and mathematics is recommended. Other useful subjects include general science or biology, and home economics.

For Year 11 to 13 students, the Gateway programme is a good way to gain industry experience in butchery.

Personal qualities needed:

- careful and safety-conscious
- organised and able to follow directions
- able to use their initiative
- skilled in handling, preparing and presenting meat products
- good at customer service.

Useful experience:

- any work in kitchens
- food hygiene courses
- retail work
- farm work
- work at a meat processing plant or as a meat packer
- work as a clean-up person in a butchery.

Related jobs: Meat/Seafood Process Worker, Baker, Chef, Food and Beverage Factory Worker, Meat Inspector.

Vocational pathways: Manufacturing and technology, Services industries.

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Summary

Buyers purchase goods to sell in warehouses, shops or department stores.

Pay:

Pay for buyers varies depending on the size of the business they work for, what other duties they do, and how much experience they have.

- Buyers usually start on about \$42,000 a year.
- Experienced buyers with at least five years' experience can earn up to \$115,000 a year.

Job opportunities: Job opportunities for buyers are average due to increasing demand for their services, but high competition for jobs.

Length of training: No specific training requirements.

About the job

What you will do:

- review stock levels and order products
- learn about new products and consumer trends
- talk with sales representatives and negotiate prices with suppliers
- inspect, compare and select goods for sale
- arrange for payment and delivery
- decide how much to charge for goods
- assist with product range and development.

Skills and knowledge needed:

- the market in which they intend to sell the goods
- the products they are selling
- competitors' prices, services and products
- presentation and sales techniques
- shopping and fashion trends
- global product trends
- budgeting, currency conversion and exchange rates.

How to enter the job

There are no specific entry requirements to become a buyer, but employers usually prefer you to have retail experience, or tertiary qualifications in business, marketing, management or commerce.

Many buyers start their career by working in retail outlets as salespeople, and gain skills required for the job by attending trade fairs and assisting with stock purchasing.

Secondary education: There are no specific secondary education requirements to become a buyer. However, useful subjects include English, maths and accounting.

Personal qualities needed:

- outgoing, confident and persuasive
- able to make good judgements
- good communicators.

Useful experience:

- salesperson
- storeperson
- customer services worker.

Experience with importing and exporting is also useful.

Related jobs: Sales Representative, Purchasing/Supply Officer.

Vocational pathways: Services industries.

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CV Builder

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Cabinet Maker

Summary

Cabinet makers make and repair furniture for homes, businesses and boats.

Pay:

Pay for cabinet makers varies depending on experience.

- Trainee cabinet makers usually earn between \$28,000 and \$30,000 a year.
- Qualified cabinet makers usually earn between \$40,000 and \$50,000 a year.

Job opportunities: Chances of getting work as a cabinet maker are average for people wanting to enter the role, and good for those with experience.

Length of training: 2-3 years of training usually required.

About the job

What you will do:

- use computer-aided design (CAD) programs to design furniture
- select timber and other materials, and cut to size
- screw or glue the pieces together, and attach fittings such as handles
- trim, sand and polish or paint furniture
- repair or replace damaged furniture parts
- program computers to operate machinery
- calculate costs if they have their own cabinet-making business
- supervise other cabinet makers if working in a factory.

Skills and knowledge needed:

- knowledge of furniture styles, and timber and cabinet-making materials
- cabinet-making skills, including knowledge of furniture-making and repair methods
- design skills
- technical drawing skills and the ability to read diagrams
- knowledge of production standards
- the ability to operate machinery and use tools correctly.

Self-employed cabinet makers need marketing and business skills.

Kaihanga Kapata Taonga

How to enter the job

To become a qualified cabinet maker you need to complete an apprenticeship and gain a National Certificate in Furniture Making (Level 4) through Competenz.

Marine cabinet makers can gain a National Certificate in Boatbuilding - Cabinet Making (Level 4) from the New Zealand Marine Industry Training Organisation.

Secondary education: There are no specific secondary educational requirements, but three years of secondary education in English and maths are recommended.

Other useful subjects include woodwork, technical drawing and workshop technology.

Personal qualities needed:

- quick and neat in their work
- patient
- accurate, with an eye for detail
- able to work independently or as part of a team (if working in a furniture factory).

Useful experience:

- furniture sales work
- woodturning
- courses or work in carpentry or joinery.

Related jobs: Boat Builder, Carpenter, Furniture Finisher, Joiner.

Vocational pathways: Manufacturing and technology.

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Summary

Cafe workers prepare, serve and sell food and drinks to customers at delicatessens, cafes, canteens and snack bars.

Pay:

- Cafe workers earn an average of minimum wage an hour.

Job opportunities: Chances of getting a job as a cafe worker are good as staff turnover is high.

Length of training: No specific training requirements.

About the job

What you will do:

- prepare foods such as salads, sandwiches, baked goods, as well as meat
- ensure food is fresh and kept at a safe temperature
- make drinks, such as coffee and tea
- take orders, serve customers and answer their questions about the food
- weigh, price and pack food for customers
- clear tables, wash dishes and clean and stock cabinets
- manage the till
- order food from suppliers
- supervise other staff and organise work rosters.

Skills and knowledge needed:

- knowledge of the foods they sell, and how to prepare this food
- knowledge of food hygiene and safety regulations, and how to judge if food is fresh
- basic maths skills for weighing food and calculating ingredient quantities
- ability to use a coffee machine.

Depending on where they work, cafe workers may also need to know about specialty foods.

How to enter the job

There are no specific entry requirements to become a cafe worker, as you learn most skills on the job.

You can do on-the-job training, such as ServiceQ's New Zealand Certificate in Hospitality (Cafes) Level 3, and employers may also send staff on food handling and hygiene courses.

Secondary education: NCEA Level 1 English and maths is useful.

Personal qualities needed:

- friendly, helpful and polite
- honest and reliable
- good at customer service
- able to communicate clearly
- able to work well as part of a team
- accurate, with an eye for detail
- quick and efficient
- able to work well under pressure.

Useful experience:

- customer service
- cooking and baking
- food packaging and preparation experience.

Related jobs: Baker, Butcher, Checkout Operator/Cashier, Kitchenhand, Retail Sales Assistant, Visual Merchandiser.

Vocational pathways: Services industries.

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Cafe/Restaurant Manager

Summary

Cafe/restaurant managers are in charge of running cafes, restaurants and fast food outlets. They may also run catering businesses.

Pay:

Pay for cafe/restaurant managers varies depending on experience, responsibility and the size of the eatery they work for.

- Duty managers usually earn between \$16 and \$20 an hour.
- General managers usually earn between \$18 and \$24 an hour.

Job opportunities: Chances of getting a job as a cafe/restaurant manager are good due to high turnover and increasing demand.

Length of training: No specific training requirements.

About the job

What you will do:

- hire, train and supervise staff
- ensure customer service is maintained at a high level
- ensure health, safety and liquor licensing regulations are followed
- help serve food and drinks
- take customer bookings
- ensure food is prepared and cooked to set specifications
- organise supply purchases, and keep stock records
- plan budgets and rosters
- plan menus with cooks or chefs
- undertake marketing and promotion
- organise food and beverage events, promotions and advertising.

Skills and knowledge needed:

- people management skills
- business management knowledge, including budgeting, accounting, sales and marketing skills
- knowledge of health, safety and food hygiene regulations and procedures
- good understanding of current licensing and employment laws
- knowledge of food and drink preparation and presentation
- ability to plan and organise catering for functions such as weddings or conferences
- ability to set up a menu
- awareness of competitors' prices and services, and market trends.

Kaiwhakahaere Toa Kawhe/Wharekai

How to enter the job

There are no specific requirements to become a cafe/restaurant manager, but you usually need to have experience working in hospitality and business management skills or experience.

Relevant on-the-job training, and polytechnic or private courses are available for people wanting to become cafe/restaurant managers. For example, ServicelQ offers the National Diploma in Hospitality – Operational Management (Level 5).

If the establishment you work at sells alcohol, you also need to:

- be at least 20 years old
- hold a Manager's Certificate and a Licence Controller Qualification (LCQ).

Secondary education: There are no specific secondary educational requirements, but NCEA Level 2 accounting, economics and food and nutrition are useful.

Personal qualities needed:

- good at managing and leading people
- good at customer service
- good at communicating
- able to work well under pressure
- friendly, patient and helpful
- motivated
- organised.

Useful experience:

- any work, such as bartending or waiting, at a cafe, fast food outlet or restaurant
- retail, sales and other management work
- administrative work for large events
- staff management experience.

Related jobs: Kitchenhand, Chef, Maitre d'Hotel.

Vocational pathways: Services industries.

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Summary

Camping ground managers operate holiday parks, motor camps, caravan parks or seaside resorts as owners or on behalf of an owner.

Pay:

Camping ground managers' pay varies according to their role and the location and size of the holiday park, and usually includes accommodation.

- Camping grounds often employ a couple as managers, and pay is typically about \$38,000 a year for one person, or about \$76,000 a year per couple.
- Assistant managers' pay is about \$32,000 a year for one person, or about \$64,000 for a couple.
- Relief managers are paid between \$100 and \$180 a day per couple.

Job opportunities: Chances of getting work as a camping ground manager are average due to steady demand.

Length of training: No specific training requirements.

About the job

What you will do:

- greet guests and check them into cabins, caravans or campsites
- maintain the buildings and grounds
- hire, train and organise staff
- handle guest requests and complaints
- take accommodation bookings, plan budgets, keep accounts, carry out administrative tasks and organise marketing activities
- clean and prepare public places for use
- run a restaurant and/or camp shop
- take bookings for local tourist attractions
- run activities such as tramping, horse-trekking or fishing trips.

Skills and knowledge needed:

- customer service skills
- knowledge of local area and tourist attractions
- business administration, management and marketing skills
- basic knowledge of health and safety
- food safety knowledge.

Practical maintenance and repair skills, such as plumbing, and skill in operating machinery are helpful. It is also useful if holiday park managers know first aid.

How to enter the job

There are no specific requirements to become a camping ground manager. However, you need to have numeracy and literacy skills.

Camping ground managers may attend courses and seminars run by hospitality and tourism organisations.

Secondary education: There are no specific secondary education requirements for this job.

Personal qualities needed:

- well organised and efficient
- adaptable and practical
- friendly, polite and helpful
- skilled at communicating
- able to relate to people from a wide range of backgrounds and cultures
- good at solving problems.

Useful experience:

- running a business
- experience in the hospitality industry, preferably at management level
- building, farming or practical work such as carpentry and plumbing
- customer service experience.

Related jobs: Hotel/Motel Manager, Cafe/Restaurant Manager, Caretaker.

Vocational pathways: Services industries.

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Cardiac Physiologist

Summary

Cardiac physiologists use a variety of technical equipment to monitor, record, measure and analyse the way patients' hearts are working to help doctors diagnose and treat patients with heart disease.

Pay:

Cardiac physiologists' salaries depend on their experience and duties.

- Trainee cardiac physiologists usually start on about \$41,000 a year.
- Once qualified they usually earn about \$47,000.
- With five years' experience, they earn about \$60,000.
- Senior cardiac physiologists can earn up to \$92,000.

Job opportunities: Chances of getting a job as a cardiac physiologist are good due to a shortage of workers.

Length of training: 5 years of training usually required.

About the job

What you will do:

- operate computerised equipment to monitor and record the electrical activity generated by the heart
- analyse heart function and blood flow data through catheters (thin tubes) placed within the heart
- monitor patients during exercise tests checking for heart disease
- take ultrasound pictures of patients' hearts to check heart function and identify abnormalities
- test pacemakers while they are being implanted in the patient and during patient follow up
- analyse and programme pacemakers to ensure they work well
- interpret patients' test results, and write reports to help the cardiologist decide on treatment
- take part in research projects.

Skills and knowledge needed:

- knowledge of the structure and function of the heart and the human body
- knowledge of diseases that affect the heart and their consequences
- understanding of how heart monitoring equipment works
- technical skills to operate complex medical equipment.

Kaimātai Manawa

How to enter the job

To become a cardiac physiologist you need to:

- complete a Bachelor of Science degree with a relevant major, such as biology, physiology or anatomy, or equivalent such as a Sport and Exercise Science degree
- gain employment as a trainee cardiac physiologist
- as a trainee, complete the part-time, two year Postgraduate Diploma in Medical Technology (Cardiology) via distance learning from Otago University
- complete the Certification of Cardiac Physiologists (CCP) in conjunction with the Postgraduate Diploma in Medical Technology (Cardiology).

Secondary education: Level 3 is required to enter tertiary training. Useful subjects include English, maths, biology, chemistry and physics.

Personal qualities needed:

- responsible and reliable
- able to stay focused and accurate
- able to remain calm in emergencies and to work well under pressure
- aware and understanding of a range of different cultures
- able to work well as part of a team
- good communicators
- good at record-keeping.

Useful experience:

- other medical technician or hospital-based work
- experience dealing with the public
- working with technology.

Related jobs: Medical Radiation Technologist, Medical Laboratory Technician, Radiation Therapist.

Vocational pathways: Social and community services.

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Summary

Career consultants help clients with career decision making and development, job hunting and work after an illness or accident.

Pay:

Pay for career consultants varies depending on their experience and qualifications.

- Career consultants in secondary schools start on about \$47,000 to \$56,000 a year.
- They can progress to \$59,000 to \$77,000.
- Career consultants who work for the Government usually earn between \$61,000 and \$75,000 a year.
- Twenty five percent of career consultants work part time. Fifteen percent are self-employed. Their income depends on the hours they work and/or the success of their business.

Job opportunities: Chances of getting a job as a career consultant are poor due to low demand for their services.

Length of training: 2-5 years of training usually required.

About the job

What you will do:

- help people make choices about education, training and work
- help people use career planning tools and resources and labour market information, identify skills and career values and develop goals and action plans
- assist people to develop a curriculum vitae (CV) and advise them on interview and job search techniques
- arrange work experience and job placements
- develop and run training programmes and workshops
- provide in-house coaching on career development.

Career consultants may also:

- work as part of a team assisting people to return to work after accident or illness (vocational rehabilitation)
- become accredited to administer psychometric and other assessment tools and interpret results.

Skills and knowledge needed:

- various counselling and assessment techniques
- the ability to evaluate their clients' needs
- up-to-date knowledge of the education and training sectors, and local, national and global labour markets
- understanding of social, economic and cultural issues
- knowledge of how organisations are structured (organisational dynamics) and how they work best
- understanding of employment matters, such as equal employment opportunities and recruitment strategies.

How to enter the job

To become a career consultant you usually need to have a diploma, graduate diploma or Master's degree in career practice, career development or employment support.

However, degrees in fields such as psychology, human resource management, education or social work are also useful. Membership of a relevant professional body is recommended.

There are no specific entry requirements to become a career consultant. However, a diploma or other qualification from a professional coaching school is recommended.

Courses should involve at least 60 hours of practical and theoretical training.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful subjects include English, languages, geography and history.

Personal qualities needed:

- excellent communicators
- able to relate to people from a range of cultures and backgrounds
- non-judgemental and able to keep information private
- positive, and able to appreciate people's strengths
- patient and persistent
- good at research.

Useful experience:

- teaching
- social work
- an employment-related job, such as human resource management or recruitment
- volunteer counselling work.

Related jobs: Psychologist, Community Worker, Social Worker, Counsellor, Recruitment Consultant.

Vocational pathways: Social and community services.

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CV Builder

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Caretaker

Summary

Caretakers keep places such as schools, apartment blocks and public buildings clean, safe and in good order.

Pay:

Caretakers usually earn between \$16 and \$18 an hour.

- Caretakers working for schools often get allowances for clothing and footwear, transport and training.
- Those who are live-in caretakers may get subsidised accommodation and meals.
- Caretakers who work for private employers or are self-employed may earn more than \$18 an hour.

Job opportunities: Chances of getting a job as a caretaker are poor due to the decreasing number of jobs available.

Length of training: No specific training requirements.

About the job

What you will do:

- clean and maintain buildings and their grounds
- look after boilers or furnaces used for central heating
- make minor repairs to buildings and furnishings, such as fixing window catches and cleaning off graffiti
- report major problems such as electrical faults
- check security
- supervise contractors.

Skills and knowledge needed:

- a range of practical carpentry skills, including basic repair skills
- knowledge of how to care for equipment such as mowers
- knowledge of the rules and regulations of the building or grounds they are looking after
- knowledge of fire safety regulations and emergency procedures
- an understanding of alarms and security systems.

Those who manage larger facilities need to have basic computing and administrative skills.

Kaitiaki

How to enter the job

There are no specific requirements to become a caretaker, but trade skills such as carpentry are useful.

Caretakers may complete a National Certificate in Cleaning and Caretaking (Level 2) while working. Some caretaking jobs may require you to undergo a police background check.

Secondary education: There are no specific secondary education requirements to become a caretaker.

Personal qualities needed:

- be practical
- have an eye for detail
- be good at problem solving
- be able to work alone and take initiative.

Caretakers who work at schools must be able to relate well to children.

Useful experience:

- building work
- work involving physical labour
- plumbing or electrical work
- cleaning or maintenance work
- experience working with children or teenagers (if working in schools).

Related jobs: Boiler Attendant, Cleaner, Street/Park Cleaner, Groundsperson.

Vocational pathways: Services industries.

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Summary

Carpenters work mainly with wood to repair or install foundations, walls, roofs, windows and doors in buildings.

Pay:

Pay for carpenters usually depends on their skills and experience.

- Carpentry apprentices may start on the minimum training wage, with pay increasing as they gain skills and complete unit standards.
- Inexperienced carpenters with no qualifications usually earn \$18 to \$20 an hour.
- Experienced carpenters, or those who have completed an apprenticeship, usually earn \$25 to \$30 an hour.
- Carpenters in positions such as site foreman usually earn \$30 to \$38 an hour.

Job opportunities: Chances of getting a job as a carpenter are good due to the building boom.

Length of training: 0-4 years of training usually required.

About the job

What you will do:

- study building plans and architectural drawings
- select building materials
- measure and cut materials to the right size and shape
- remove or repair old items
- construct building frames and install cladding on the inside and outside of buildings
- install windows, staircases and doors.

Skills and knowledge needed:

- building and carpentry skills
- knowledge of building methods and materials
- skill interpreting drawings and architectural plans
- the ability to properly use and maintain tools
- an understanding of building and safety regulations.

How to enter the job

There are no specific entry requirements for becoming a carpenter. However, many employers prefer to hire carpenters who have, or are working towards, a qualification.

You can complete an apprenticeship and gain a National Certificate in Carpentry (Level 4). The Building and Construction Industry Training Organisation (BCITO) oversees carpentry apprenticeships.

If you are an experienced carpenter with no qualifications, you can approach BCITO to have your skills assessed and gain a National Certificate in Carpentry (Level 4).

National certificates can also be completed through the New Zealand Army.

Secondary education: NCEA Level 2 in English, maths, design and visual communication, science, woodwork or workshop technology are useful.

Year 11 and 12 students can learn more about the construction industry, and gain relevant skills, by doing a National Certificate in Building, Construction and Allied Trades (Levels 1 and 2) through the BConstructive programme.

For Year 11 to 13 students, the Gateway programme is a good way to gain industry experience.

These programmes may help you gain an apprenticeship, but do not reduce the amount of time it takes to complete it.

Personal qualities needed:

- accurate and efficient
- comfortable working at heights and in confined spaces
- safety-conscious
- able to work well in a team and good at communicating
- able to follow instructions
- organised
- good at basic maths.

Useful experience:

- draughting
- woodwork
- labouring on a construction site
- any other building trade experience.

Related jobs: Building Contractor, Cabinet Maker, Joiner.

Vocational pathways: Construction and infrastructure.

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CV Builder

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Carpet Cleaner

Summary

Carpet cleaners reduce or remove stains and dirt from carpets, mats, rugs, floors and furnishings.

Pay:

- Carpet cleaners usually earn between \$18 and \$25 an hour.
- Carpet cleaners who have their own business can earn more than this, though earnings can vary widely depending on the success of their business.

Job opportunities: Chances of getting a job as a carpet cleaner are average as it is a small occupation with a regular turnover of staff.

Length of training: No specific training requirements.

About the job

What you will do:

- discuss clients' requirements
- choose the most appropriate cleaning method
- carry out specialised stain removal or reduction
- clean carpets, hard floors, chairs, sofas and curtains
- restore carpets or floors to good condition
- sell products for cleaning and protecting carpets and furniture
- use sprays to control household pests such as fleas, cockroaches and ants.

Skills and knowledge needed:

- carpets and furniture fabrics
- stain removers and other chemicals
- how to use and care for their equipment.

Kaiwhakapai Whāriki

How to enter the job

Carpet cleaners need to:

- hold a clean Class 1 driver's licence
- pass a police security clearance check.

Carpet cleaning is taught on the job. Carpet cleaners can gain an Institute of Inspection Cleaning and Restoration Certification (Carpet Cleaning Technician), but it is not essential.

Secondary education: There are no specific secondary education requirements to become a carpet cleaner.

Personal qualities needed:

- able to follow instructions
- honest and reliable
- good at time management.

Useful experience:

- cleaning work
- customer service experience.

Related jobs: Floor Covering Installer, Cleaner, Laundry Worker/Dry-Cleaner.

Vocational pathways: Services industries.

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Summary

Case managers work with individuals and families to help them overcome hardship, and access social services and support.

Pay:

Pay for case managers varies depending on their experience and employer.

- Case managers usually start on around \$50,000 a year.
- Experienced case managers usually earn up to \$58,000.
- Skilled case managers with experience at the Department of Corrections can earn up to \$65,000.

Job opportunities: Chances of getting a job as a case manager are good due to high turnover and increasing demand for their services.

Length of training: Less than 1 year of training usually required.

About the job

What you will do:

- help people find work, return to work or become more independent
- find housing for people or organise financial help
- help people to get the right treatment and programmes while they are in prison, including work skills training
- develop plans to help prisoners live successfully when they are released
- help clients who have made insurance claims
- write reports, case notes and recommendations
- give emergency assistance and support in a crisis
- present seminars on life skills and job seeking
- attend court or give evidence when a client complains.

Skills and knowledge needed:

- an understanding of the Treaty of Waitangi
- knowledge of relevant government policies and regulations
- accurate and timely processing and computing skills
- an understanding of how to calculate percentages and money
- knowledge of the communities they work in and social agencies
- an understanding of how to assess information and write reports.

How to enter the job

To become a case manager you usually need work experience in a customer contact role and a full driver's licence.

Some employers may prefer you to have a relevant tertiary qualification, such as a National Certificate in Social Services, or a health qualification in nursing, social work or occupational therapy.

Most agencies provide training for case managers, which can take up to six weeks. The Department of Corrections provides three weeks' training about the department's work, and specific training in case management which takes another nine weeks.

Some agencies have a cadet programme. Under this programme, people with little work experience or qualifications may be hired. Training is done on the job and can count towards NZQA qualifications.

The Vulnerable Children Act 2014 means that if you have certain serious convictions, you can't be employed in a role where you are responsible for, or work alone with, children.

Secondary education: NCEA Level 2 in maths and English is usually required.

Personal qualities needed:

- excellent communicators and listeners
- good at making decisions and solving problems
- trustworthy and honest
- understanding and empathetic
- reliable, adaptable, resilient and able to cope with stressful situations
- able to keep information private and work within a code of ethics
- able to relate to people from various cultures and lifestyles and build relationships
- well-organised with good planning skills.

Useful experience:

- welfare agency work
- customer service work
- youth or community work
- administration, processing or budgeting work
- work with families, children or people with disabilities
- counselling and support work, or other work that involves helping people
- work within an iwi/Māori social service
- work with people from various cultures.

Related jobs: Community Worker, Administration Officer, Probation Officer, Social Worker, Youth Worker.

Vocational pathways: Social and community services.

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Chef

Summary

Chefs prepare and cook food in restaurants, hotels, cafes and bars.

Pay:

Pay for chefs depends on the size, type and location of the establishment they work in, and the position they hold.

- Commis chefs usually earn \$16 to \$18 per hour.
- Chefs de partie usually earn \$17 to \$20 per hour.
- Sous chefs usually earn \$18 to \$25 per hour.
- Head/executive chefs usually earn \$22 to \$49 per hour.

Job opportunities: Chances of getting work as a chef are good due to a shortage of workers.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- prepare and cook food according to customers' orders
- arrange food on plates
- design, plan and price menus
- train and supervise staff
- keep work areas clean and tidy, and adhere to health and safety standards
- order food supplies and cooking equipment
- supervise cleaning and dishwashing
- keep records of supplies.

Skills and knowledge needed:

- food preparation, cooking and food presentation skills
- knowledge of budgeting, stock management and how to price and set up a menu
- understanding of hygiene and health and safety regulations
- knowledge of new developments in food nutrition, food technology and cooking methods.

Pūkenga Tao Kai

How to enter the job

Chefs can train in a number of ways. You may complete a:

- two to three-year, on-the-job apprenticeship, including study towards a National Certificate in Hospitality – Cookery (Level 4)
- one-year, full-time National Certificate in Hospitality – Basic Cookery (Level 3) through a training provider
- one-year, full-time National Certificate in Hospitality – Cookery (Level 4) through a training provider.

You can also train to be a chef with the NZ Army or Royal NZ Navy.

Secondary education: There are no specific secondary education requirements, but some training providers may require NCEA Level 1 numeracy and literacy credits.

Personal qualities needed:

- reliable
- able to work well under pressure
- able to work well in a team
- willing to learn new cooking methods, recipes and menus
- organised, quick and efficient, while still being patient and careful
- creative and open-minded
- able to follow instructions
- good at planning
- good at communicating and managing people.

Useful experience:

- work as a kitchen assistant or kitchenhand
- staging (unpaid internships in chefs' kitchens to learn their techniques and cuisine)
- any work involving preparing food for others
- any hospitality industry experience
- catering experience
- bakery work.

Related jobs: Cook, Baker, Waiter/Waitress, Cafe/Restaurant Manager, Kitchenhand.

Vocational pathways: Services industries.

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Summary

Chemical engineers design, develop and operate the processes and equipment used to change raw materials into useful products. They may work in a range of areas including environmental engineering, biochemical engineering, food engineering or waste engineering.

Pay:

Pay for chemical engineers depends largely on their qualifications, skills, experience and the industry they work in.

- Graduate chemical engineers usually start on about \$45,000 to \$75,000 a year.
- Mid-level chemical engineers usually earn between \$75,000 and \$95,000.
- Senior chemical engineers who work as team leaders or managers usually earn between \$100,000 and \$120,000.
- Principal chemical engineers, who are responsible for overseeing engineering projects, earn between \$130,000 and \$160,000.
- People working in the petrochemical sector usually get paid more than those working in other sectors.

Job opportunities: Chances of getting a job as a chemical engineer are good due to a shortage of skilled people in the role.

Length of training: 3–4 years of training required.

About the job

What you will do:

- research and develop or improve designs for factory processes, including chemical processes such as those used to remove impurities in water or fuels
- research and develop new materials and procedures to help make production processes more efficient
- select materials and equipment to be used in factory processes
- examine the effects of industrial processes on the environment
- develop methods to control pollution
- study the efficiency and cost of factories and associated equipment
- prepare and present reports and proposals
- manage technicians and operating staff.

Skills and knowledge needed:

- process engineering
- chemistry, biochemistry and biotechnology
- environmental issues
- maths and physics.

Chemical engineers working in the food industry also need to have knowledge of food hygiene and microbiology.

How to enter the job

To become a chemical engineer you need a four-year Bachelor of Engineering or Bachelor of Engineering Honours degree specialising in any of the following:

- chemical and process
- chemical and materials
- materials and process
- chemical technology
- biochemical
- biotechnology
- bioprocessing.

To work in the food manufacturing industry, employers also accept a three-year Bachelor's degree in any of the following:

- food process engineering
- food technology
- food science.

To work in research and development, a higher degree, such as a Master of Engineering or relevant PhD, is required. The Institution of Professional Engineers New Zealand (IPENZ) accredits engineering degrees, which are recognised in many other countries.

Secondary education: A tertiary entrance qualification (NCEA Level 3) is required.

You will need at least 14 NCEA Level 3 credits in each of calculus, physics and chemistry.

Other useful subjects include English, and technology subjects such as design and visual communications.

Personal qualities needed:

- able to make good judgements
- creative and innovative
- analytical
- able to pay attention to detail
- patient and persistent
- practical and logical
- able to work well under pressure.

Useful experience:

- working in a team
- organising people and projects.

Related jobs: Biomedical Engineer, Mechanical Engineer, Environmental Engineer, Project Manager, Civil Engineer.

Vocational pathways: Manufacturing and technology.

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Chemical Production Operator

Kaiwhakamahi Whakaputa Matū

Summary

Chemical production operators perform a variety of tasks involved in producing toiletries or pharmaceutical products such as ointments, creams, aerosols, tablets, capsules, bandages and vaccines.

Pay:

Pay for chemical production operators varies depending on experience and employer.

- Trainees and apprentices usually start on the minimum wage or a little more.
- After about four or five years in the role, chemical production operators usually earn about \$20 an hour.
- An experienced person with five or more years' experience and additional responsibilities can earn \$27 an hour or more.

Job opportunities: Chances of getting work as a chemical production operator are poor due to it being a small industry where people tend to stay in the job for a long time.

Length of training: No specific training requirements.

About the job

What you will do:

- weigh, measure and mix ingredients for ointments, creams, tablets and liquid medication
- ferment (chemically break down) bacteria cultures and collect antigens to produce antibodies
- control the temperature and operation of machines
- apply coatings to some products for flavour, colour or preservation
- operate and sterilise machines
- keep records, complete batch documentation and do paperwork.

Skills and knowledge needed:

- knowledge of the product they are producing
- knowledge of quality control and the code of good manufacturing practice
- knowledge of safety procedures and hygiene regulations
- skill operating specialist machines.

How to enter the job

There are no specific entry requirements to become a chemical production operator as most skills are learned on the job. However, because you may work with controlled substances, you must not have any criminal convictions.

Chemical production operators can work towards a National Certificate in Manufacturing, Core Skills - Level 2 on the job. This qualification is overseen by Competenz.

Secondary education: At least three years secondary education is recommended. Useful subjects include maths, science (especially chemistry) and English.

Personal qualities needed:

- accurate, with an eye for detail
- careful and safety-conscious
- practical and reliable
- able to work well in a team and unsupervised
- able to follow instructions
- good at basic maths and science.

Useful experience:

- factory work
- laboratory work.

Related jobs: Textile Process Operator, Food and Beverage Factory Worker, Medical Laboratory Technician.

Vocational pathways: Manufacturing and technology.

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Summary

Chemists study the make-up and behaviour of chemicals, and may use their findings to develop new products and processes.

Pay:

Pay for chemists depends on their qualifications, experience and specialisation.

- Chemists with Bachelor's degrees working at an assistant chemist level usually earn around \$40,000 to \$55,000 a year.
- Those with Master's degrees usually earn around \$55,000 to \$75,000 a year.
- Chemists who have PhDs usually earn \$70,000 to \$110,000 a year.
- With more responsibility and/or management experience, pay could rise to about \$140,000 a year or more. At this level an additional qualification is desirable.
- Chemists working for universities may earn more than this.

Job opportunities: Chances of getting a job are good for analytical chemists working in industry, but average for research chemists.

Length of training: More than 5 years of training usually required.

About the job

What you will do:

- develop methods and equipment to study chemical compounds
- test chemical samples, make new chemical compounds, carry out experiments and write up results
- work with industries to develop chemical processes
- publish articles in scientific journals and teach and supervise students and/or staff.

Chemists who work with industries that manufacture chemicals may also:

- manage and monitor chemical processes for the manufacture of products
- carry out environmental monitoring and analytical testing to check the quality and safety of products or materials
- design and carry out experiments to develop improved chemical processes.

Skills and knowledge needed:

- knowledge of chemistry and chemical compounds
- knowledge of how to safely handle, store and produce large quantities of chemicals
- practical skills for performing experiments and operating scientific equipment.

How to enter the job

To become a chemist you usually need to have a Master's degree in chemistry, biochemistry or a related science. However, a PhD and further postdoctoral study is often required. Some employers prefer experience with specific analytical instruments and/or techniques.

For applied industrial chemist roles, manufacturing experience is an advantage.

To work in an assistant chemist role, a Bachelor's degree or preferably a Master's degree in chemistry, biochemistry or a related science is required.

Many skills, such as planning experiments, are gained on the job and in the final stages of study.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful subjects include chemistry, physics, maths with calculus and statistics, computer science, biology and English.

Personal qualities needed:

- accurate and observant, with an eye for detail
- patient and persistent
- enquiring and motivated
- good at problem solving, so they can deal with setbacks in their research
- able to think creatively about new research methods and new uses for chemicals
- good written and verbal communicators
- well organised, with good planning skills.

Useful experience:

- laboratory work as a technician
- other scientific research work.

Related jobs: Chemical Engineer, Biochemist.

Vocational pathways: Manufacturing and technology.

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Chiropractor

Summary

Chiropractors care for patients with nerve, muscle and joint system disorders. They may assess or adjust the patient's body with the appropriate care to restore physical and emotional health and wellbeing.

Pay:

Pay for chiropractors varies widely depending on experience, client numbers, hours worked, and whether or not they are self-employed.

- Chiropractors that have just graduated or are working part time typically earn between \$45,000 and \$60,000 a year.
- Chiropractors that work full time and have more than three years' experience can earn up to \$215,000.

Job opportunities: Job opportunities for chiropractors are good as there is high demand for qualified chiropractors.

Length of training: 5 years of training required.

About the job

What you will do:

- analyse health problems by questioning, examining and x-raying the patient
- discuss methods of care with the patient
- adjust patients' spines
- record the details of care given
- advise patients on posture, ergonomics and function as appropriate
- advise patients on other factors that affect spinal health, such as diet, exercise and lifestyle
- refer patients to other health care professionals
- work with animals.

Skills and knowledge needed:

- knowledge of the human body, particularly the spine
- knowledge of diseases and illnesses, particularly relating to the spine and joints
- up-to-date knowledge of chiropractic information and methods
- knowledge of medical ethics.

Chiropractors also need to have business skills if they are self-employed.

Kaikorohiti

How to enter the job

To become a chiropractor you must:

- complete a Diploma in Applied Science
- then complete a Bachelor of Chiropractic (BChiro) degree.

The New Zealand College of Chiropractic recommends the Diploma in Applied Science Pre-Chiropractic at Auckland University of Technology (AUT).

If you wish to study your diploma elsewhere, you will need the diploma approved by the New Zealand College of Chiropractic first.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful subjects include English, biology, chemistry and physics.

Personal qualities needed:

- understanding
- patient and concerned for others
- good communicators
- motivated.

They also need to have an awareness and understanding of a range of cultures.

Useful experience:

- health care work.

Related jobs: Acupuncturist, Naturopath, Massage Therapist, Osteopath, Physiotherapist.

Vocational pathways: Social and community services.

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Summary

Cinema projectionists operate film projectors and sound equipment in movie theatres.

Pay:

- Pay for cinema projectionists varies, but they usually earn between minimum wage and \$24 an hour.

Job opportunities: Chances of getting a job as a cinema projectionist are poor due to it being a small occupation with relatively low turnover.

Length of training: No specific training requirements.

About the job

What you will do:

- splice (join) and unsplice film
- load films into projectors
- screen films
- adjust the focus and sound while the film is playing if necessary
- maintain equipment.

Skills and knowledge needed:

- ability to look after a movie projector
- ability to cut and splice film
- knowledge of basic electronics and mechanics
- technical skills to operate equipment.

How to enter the job

There are no specific requirements for becoming a cinema projectionist, as skills are learned on the job.

Secondary education: There are no specific secondary education requirements.

Personal qualities needed:

- patient
- alert
- punctual
- able to work alone
- careful when handling film and film equipment.

Useful experience:

- work as an audiovisual operator
- other work using and handling film
- work with digital film technology.

Related jobs: Sound Technician, Film/Television Camera Operator.

Vocational pathways: Services industries.

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Civil Engineer

Summary

Civil engineers design, plan, organise and oversee the building of structures such as dams, bridges, gas and water supply systems, sewerage systems and roads.

Pay:

Pay for civil engineers varies depending on skills and experience.

- Graduate civil engineers usually start on about \$45,000 to \$75,000 a year.
- Mid-level civil engineers usually earn between \$75,000 and \$95,000.
- Senior civil engineers who work as team leaders or managers usually earn between \$100,000 and \$120,000.
- Principal civil engineers responsible for overseeing engineering projects earn between \$130,000 and \$160,000.
- According to the Institute of Professional Engineers New Zealand (IPENZ), the average annual salary for a civil engineer in 2015 was about \$85,000. Depending on their experience and ability, civil engineers may also get bonuses and other benefits such as a company car.

Job opportunities: Chances of getting a job as a civil engineer are good due to a shortage of people in the role and increasing construction activity.

Length of training: 3–4 years of training required.

About the job

What you will do:

- consult with clients, government officials and other professionals on the requirements of each project
- evaluate the suitability and assess the environmental impact of proposed construction sites and developments
- plan and design structures
- work out whether structures will be able to withstand the loads that will be placed on them
- prepare reports, working drawings and specifications and get plans approved by relevant authorities to obtain building permits
- prepare cost estimates and evaluate the cost efficiency of projects
- supervise construction to ensure structures and assets are built correctly and managed efficiently.

Skills and knowledge needed:

- civil engineering and surveying methods
- relevant legislation such as the Resource Management Act, the New Zealand Building Code, by-laws and town planning regulations
- building materials and how they work.

Mataaro Metarahi

How to enter the job

There are two pathways to becoming a professional civil engineer. The most common way is to complete a four-year Bachelor of Engineering with Honours (BE Hons) degree.

You can also complete a three-year Bachelor of Engineering Technology (BEngTech) degree to become an engineering technologist.

Secondary education: A tertiary entrance qualification (NCEA Level 3) is required to enter further training. You will need at least 14 NCEA Level 3 credits in both calculus and physics.

Other useful subjects include English, chemistry and technology subjects such as design and visual communications.

Personal qualities needed:

- skilled at analysing and interpreting information
- practical and logical, with good problem-solving skills
- safety-conscious
- good at planning and organising
- creative and innovative, with good design skills
- able to work well under pressure
- able to work independently and in a team.

Useful experience:

- work in building, construction, roading or agriculture
- environmental, draughting or surveying work
- practical work such as site investigations or geotechnical testing.

Related jobs: Architect, Mechanical Engineer, Building and Construction Manager, Civil Engineering Technician/Draughtsperson, Environmental Engineer.

Vocational pathways: Construction and infrastructure, Manufacturing and technology.

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Civil Engineering Technician/ Draughtsperson

Summary

Civil engineering technicians/draughtspeople plan and draw the technical details for building and repairing roads, bridges, buildings and other structures.

Pay:

Pay for civil engineering technicians/draughtspeople depends on where they work, and how much experience they have.

- Civil engineering cadets usually earn minimum wage to \$50,000 a year (working while completing a New Zealand Diploma in Engineering (NZDE) part time).
- Civil engineering technicians/draughtspeople with an NZDE or similar qualification, usually start on \$40,000 to \$55,000.
- Civil engineering technicians/draughtspeople with more than four years' experience usually earn \$60,000 to \$80,000.
- Civil engineering technicians/draughtspeople who move into a team leader role can earn \$80,000 to \$100,000.
- Civil engineering technicians/draughtspeople working for contracting companies may also get a vehicle and other benefits.

Job opportunities: Job opportunities for engineering technicians/draughtspeople are good due to a shortage of workers.

Length of training: 1–2 years of training usually required.

About the job

What you will do:

- survey and measure sites
- make detailed drawings of planned structures using computer-aided design (CAD) software
- prepare plans for construction including costings and timetables
- write detailed building-assembly or process instructions and specifications
- check work done by contractors and report on progress
- report and discuss problems with engineers
- liaise with clients, contractors and subcontractors, and members of the public.

Skills and knowledge needed:

- knowledge of civil engineering practices, technical drawing, building methods and materials
- skill in analysing and interpreting information
- computer skills, including the ability to use computer-aided design (CAD) software
- knowledge of relevant legislation and processes.

Kaihanganarau/Kaihoahoa Mataaro Metarahi

How to enter the job

To become a civil engineering technician you need to complete a New Zealand Diploma in Engineering (NZDE), specialising in civil engineering. This qualification takes two years of full-time study to complete.

Alternatively, some companies offer cadetships so you can train while working and study part time towards the diploma. Once you've completed the NZDE and are working, you can complete the New Zealand Diploma in Engineering Practice (NZDEP), which is a work-based qualification that is assessed on the job. An NZDEP enables you to become a certified engineering technician and an associate member of the Institution of Professional Engineers New Zealand (IPENZ).

Employers prefer to hire engineering draughtspeople with experience in specific CAD (computer-aided design) software. Alternatively, you may be able to complete a diploma in CAD. A Diploma in Engineering is not necessary to become a draughtsperson, but it is useful.

Secondary education: To gain entry into the New Zealand Diploma in Engineering (NZDE), it is recommended that you have a minimum of 48 NCEA credits at Level 2 in four subjects, including at least 12 credits in maths. Physics is also highly recommended and technology subjects may be useful.

Personal qualities needed:

- good at problem solving
- organised and responsible
- practical, methodical and accurate
- able to make good judgements
- able to work well under pressure
- physically fit and healthy.

Useful experience:

- work in the engineering or building and construction industry
- work with tools and machinery
- draughting experience.

A good way to gain industry experience is to do a cadetship or get part-time work with an engineering firm.

Related jobs: Mechanical Engineering Technician, Architectural Technician, Chemical Engineer, Civil Engineer, Electrical Engineering Technician.

Vocational pathways: Manufacturing and technology, Construction and infrastructure.

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Cleaner

Summary

Cleaners clean offices, industrial or public buildings, carparks, aircraft or private homes.

Pay:

Pay for cleaners varies depending on experience, employer and the type of cleaning work they do.

- Cleaners usually start out on minimum wage.
- Those with one to two years' experience may earn up to \$17 per hour.
- Those working in supervisory positions can earn between \$17 and \$28 per hour.
- Self-employed cleaners may earn between minimum wage and \$35 an hour.

Job opportunities: Chances of getting work as a cleaner are average because vacancies arise regularly, but competition for them is strong.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- sweep, vacuum, mop and polish floors
- dust and polish furniture and fittings
- clean all surfaces and some appliances
- ensure toilet and cleaning supplies are well-stocked
- perform household tasks at private homes such as washing dishes, ironing and making beds
- invoice clients and keep accounts.

Skills and knowledge needed:

- good cleaning skills, including knowledge of housekeeping and cleaning methods
- knowledge of different cleaning equipment and products, including how products affect different surfaces
- an awareness of health and safety practices.

Self-employed cleaners need to have small business skills.

Kaihoroi Whare

How to enter the job

There are no specific entry requirements to become a cleaner as you gain skills on the job. However, you are likely to need a driver's licence and your own transport.

You may be required to pass a police check, security clearance or regular drug tests. Skills are gained on the job under the supervision of a senior cleaner.

Cleaners may attend seminars on cleaning products or techniques, and can be assessed for a National Certificate in Cleaning while working.

Secondary education: NCEA Level 1 in maths and English is recommended for those who run their own cleaning business.

Personal qualities needed:

- honest and reliable
- quick and efficient, with an eye for detail
- able to follow instructions
- able to work independently.

Useful experience: No specific experience needed.

Related jobs: Caretaker, Carpet Cleaner, Street/Park Cleaner, Window Cleaner.

Vocational pathways: Services industries.

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Summary

Clinical coders analyse information about diseases, injuries and procedures in patient discharge records and translate medical statements into health classification codes. This information is used to help write policy, monitor performance and produce health statistics.

Pay:

Pay for clinical coders varies, depending on their experience and qualifications, and the size and location of the hospital they work for.

- Trainee clinical coders usually earn between \$37,000 and \$49,000 a year.
- Qualified clinical coders usually earn between \$40,000 and \$59,000.
- Senior clinical coders can earn up to about \$64,000.

Job opportunities: Chances of getting work as a clinical coder are average, but good for qualified workers with experience.

Length of training: Less than 1 year of training usually required.

About the job

What you will do:

- analyse patient discharge records to determine what codes best represent the diseases, injuries and medical procedures described
- use coding software to process and code patient discharge records
- consult with clinical staff, such as doctors, to verify discharge records
- keep up to date with health classification codes and coding software
- take part in health classification coding audits and activities, such as peer reviewing coding for accuracy, consistency and completeness
- answer public queries
- respond to or obtain information from the Ministry of Health on health classification coding-related issues.

Skills and knowledge needed:

- knowledge of health classification codes
- knowledge of medical terminology, including anatomy and physiology
- the ability to use databases
- the ability to analyse and interpret medical notes.

How to enter the job

There are no specific entry requirements to become a clinical coder. However, employers usually prefer you to have experience and/or qualifications in medical terminology and in clinical coding.

For medical terminology experience and/or qualifications, one of the following is preferred:

- good knowledge of medical terminology, anatomy and physiology
- completion of the Comprehensive Medical Terminology course, run by the Health Information Management Association of Australia (HIMAA), via distance learning
- Certificate in Medical Terminology at Auckland University of Technology (AUT).

For clinical coding qualifications, one of the following is preferred:

- completion of the Introductory ICD-10-AM Clinical Coding course, run by HIMAA, via distance learning
- completion of the Accelerated Coding Education course, run by Auckland and Waikato district health boards.

Secondary education: At least three years of secondary education is recommended. Useful subjects include English, physics, chemistry and biology.

Personal qualities needed:

- good at managing their time, including prioritising tasks and meeting deadlines
- skilled in problem solving and decision making
- excellent communicators, with good people skills
- responsible, with the ability to keep information confidential
- accurate, with an eye for detail.

Useful experience:

- work in nursing, medicine, biological sciences or other health services
- a health-related clerical background such as medical secretary/reception work
- work in computing and statistics.

Related jobs: Receptionist.

Vocational pathways: Social and community services.

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Clothing Designer

Summary

Clothing designers create ideas for clothing and other fashion items such as bags, belts and hats. They usually specialise in one area of fashion.

Pay:

- Clothing designers usually earn between minimum wage and \$50,000 a year. However, those establishing a business may earn less than this, while those who have an established business and a well-known label can earn considerably more.

Job opportunities: Chances of getting a job as a clothing designer are poor for those wanting to enter the role, but average for those with experience.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- create or update fashion designs
- prepare drawings of the designs
- adapt patterns to a new style or create new patterns
- select and buy fabrics or have fabrics developed
- estimate how much the work will cost
- inspect the quality of garments
- plan clothing production methods
- market garments.

Skills and knowledge needed:

- up-to-date knowledge of clothing styles and trends
- knowledge of the history of fashion
- design and drawing skills
- knowledge of fabric types, colours and fabric care
- sewing skills and knowledge of tailoring techniques
- knowledge of garment construction and pattern-making skills
- knowledge of body shapes
- computer skills, including the ability to use computer-aided design (CAD) software.

Kaitātai Kākahu

How to enter the job

To become a clothing designer, a certificate, diploma or degree in fashion or textile design is recommended.

Secondary education: There are no specific secondary educational requirements to become a clothing designer, but NCEA Level 2 in technology, maths, English and art is preferred.

Personal qualities needed:

- creative and imaginative
- motivated and dedicated
- organised
- confident
- adaptable
- able to work well under pressure
- accurate, with an eye for detail.

Useful experience:

- work in the clothing industry
- fabric or fashion sales work
- colour or design work
- draughting or computer-aided design (CAD).

Related jobs: Clothing Pattern Maker, Clothing Marker/Cutter, Sewing Machinist, Graphic Designer.

Vocational pathways: Manufacturing and technology, Creative industries.

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Summary

Clothing markers and cutters mark and cut fabric according to a pattern.

Pay:

Pay for clothing markers/cutters varies depending on experience, and the type of garments made.

- Clothing marker/cutters in their first year can expect to earn the minimum wage or a little more.
- Those with one to two years of experience usually earn about \$17 an hour.
- Those with more than two years' experience can earn up to \$24 an hour.

Job opportunities: Chances of getting a job as a clothing marker/cutter are average due to few people being employed in the role, but business picking up after the recession.

Length of training: 1–2 years of training usually required.

About the job

What you will do:

- mark the size, sewing information and codes on the fabric or worksheet
- work out how much fabric is needed
- arrange pattern pieces on fabric
- mark pattern outlines onto fabric
- cut fabric by hand, with electric hand-held cutting machines or by using computer-controlled equipment
- bundle pieces of fabric together and store them in order of size and colour.

The work of clothing marker/cutters may be two separate jobs, especially in larger clothing factories, where the marking is often done on a computer. Alternatively, cutting may be a minor part of the job if the company is small.

Skills and knowledge needed:

- knowledge of fabric types and garment construction
- knowledge of pattern-sewing codes and symbols
- knowledge of different cutting equipment and methods
- computer skills, including the ability to use computer-aided design (CAD) software.

How to enter the job

There are no specific entry requirements to become a clothing marker/cutter, but knowledge of fabrics and sewing skills are essential. Some employers prefer you to have a tertiary qualification such as:

- National Certificate in Clothing Manufacture, Level 3
- Diploma in Fashion Technology and Design.

Those wanting to work in high-end fashion usually complete a Diploma in Fashion Technology and Design, which teaches skills such as how to use a computerised marking system.

Skills such as arranging pattern pieces on fabric, marking and cutting are often gained on the job.

Secondary education: You need three years of secondary education to enter further training. Maths is essential, and English, technical drawing, clothing and textiles and computer studies are also useful subjects.

Personal qualities needed:

- patient
- practical
- quick and neat
- accurate, with an eye for detail
- able to follow instructions
- able to work well under pressure
- good at maths so they can measure and make calculations
- good problem-solvers.

Useful experience:

- community or night courses in dressmaking
- work in a clothing factory or workroom.

Related jobs: Clothing Pattern Maker, Clothing Designer, Sewing Machinist, Upholsterer.

Vocational pathways: Manufacturing and technology.

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Clothing Pattern Maker

Summary

Clothing pattern makers interpret clothing designs and measurements, draw outlines of clothing pieces and create paper patterns from them.

Pay:

Pay for clothing pattern makers varies depending on skills, experience and the type of patterns they make.

- Pattern makers with no experience can expect to earn the minimum wage or a little more.
- Experienced clothing pattern makers usually earn about \$23 to \$25 an hour.

Job opportunities: Chances of getting a job as a clothing pattern maker are average, due to it being a small occupation but with good demand for experienced workers in some niche markets.

Length of training: 2 years of training usually required.

About the job

What you will do:

- study and interpret drawings, written instructions or samples of clothing designs
- draw the outline of clothing pieces by adapting existing patterns, copying existing garments or drafting a new one
- use a computer to produce a pattern
- cut out the pattern by hand or print out a copy using a computer
- specify garment sewing instructions
- be involved in fitting
- adapt patterns for different sizes (grading).

Skills and knowledge needed:

- excellent knowledge of pattern making, and sewing codes and symbols
- knowledge of different sewing equipment and methods
- knowledge of different fabrics
- knowledge of body shapes
- drawing skills and the ability to interpret drawings
- computer skills, including the ability to use computer-aided design (CAD) software.

Ringa Waitohu Kākahu

How to enter the job

There are no specific entry requirements to become a clothing pattern maker. However, completing a pattern-making course, such as a New Zealand Certificate in Apparel and Fashion Technology Pattern making (Level 4), may be an advantage.

Clothing pattern makers gain skills on the job.

Employers usually train their pattern makers to use computer-aided design (CAD) software if required.

Secondary education: Entry into a tertiary training programme requires at least NCEA Level 1 in English and maths, and a portfolio of work. Other useful subjects include clothing and textiles, art and technical drawing.

Personal qualities needed:

- patient
- practical
- quick
- able to work well under pressure
- able to follow instructions
- good at maths
- good communicators
- good organisers.

Useful experience:

- work in the clothing industry
- community or night courses in dressmaking
- craftwork
- work with fabrics
- any other sewing work
- drawing and using diagrams.

Related jobs: Clothing Marker/Cutter, Clothing Designer, Sewing Machinist, Upholsterer.

Vocational pathways: Manufacturing and technology, Creative industries.

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Summary

Coachbuilders manufacture and assemble the frames and parts for cars and commercial vehicles such as buses, vans, trucks, caravans and motor homes.

Vehicle trimmers install, repair and replace the interior trim of vehicles.

Pay:

Pay for coachbuilders/trimmers varies depending on experience and employer.

- They may start on minimum wage or a little more.
- With 2-3 years experience they can earn between \$18 and \$22.
- Very experienced coachbuilders/trimmers, or those running their own business, may earn more than this.

Job opportunities: Chances of getting work as a coachbuilder/trimmer are average due to stable worker numbers and average worker turnover.

Length of training: No specific training requirements.

About the job

What you will do:

- cut, shape, glaze and spray-paint metal parts
- build vehicle frames
- assemble and join parts to the frame such as the floor, roof and side panels
- install electrical wiring
- fit additional parts, such as hydraulic lifts and refrigeration equipment, to vehicle bodies
- repair, replace and modify the frame or parts
- install or repair upholstery.

Coachbuilders/trimmers working on motor homes may also install plumbing, pressure-water systems, waste-water systems and gas in the vehicle.

Skills and knowledge needed:

- knowledge of vehicle building materials and equipment
- welding and collision repair skills, including the ability to cut and shape metal
- skill in interpreting plans and sketches
- knowledge of NZ Transport Agency regulations
- knowledge of safe working practices.

Vehicle trimmers need to have:

- sewing and pattern making skills
- knowledge of different fabrics used in upholstery work.

How to enter the job

To become a qualified coachbuilder you need to complete an apprenticeship and gain a Level 4 National Certificate in Coachbuilding.

To become a qualified vehicle trimmer you need to gain a Level 4 National Certificate in Motor Trimming. Both qualifications are available through MITO.

Some employers prefer their apprentices to have completed a Level 2 National Certificate in Motor Industry (Entry Skills) prior to starting an apprenticeship.

Secondary education: At least three years of secondary education is preferred. Useful subjects include English, maths and workshop technology.

Personal qualities needed:

- efficient and practical
- accurate, with an eye for detail.

Useful experience:

- fabrication work such as welding and working with sheet metal
- assembling vehicles
- work as a panelbeater.

Upholstering experience is useful for those wanting to work as a vehicle trimmer.

Related jobs: Collision Repair Technician, Automotive Electrician, Automotive Technician, Automotive Refinisher, Bicycle Mechanic, Fabrication Engineer, Welder, Upholsterer, Tyre Technician.

Vocational pathways: Manufacturing and technology.

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Collision Repair Technician

Summary

Collision repair technicians repair or replace body parts of cars, trucks or other vehicles that have been damaged.

Pay:

Pay varies depending on skills, experience and qualifications.

- Apprentice collision repair technicians may start on the minimum apprentice wage, the minimum wage, or a little more. Pay for apprentices usually increases as they gain skills and unit standards.
- Fully qualified collision repair technicians usually earn between \$24 and \$32 an hour.
- Very experienced collision repair technicians or those running their own business may earn more than this.

Job opportunities: Chances of getting a job as a collision repair technician are average due to stable numbers of people in the role.

Length of training: 1-4 years of training usually required.

About the job

What you will do:

- talk to customers about repairs and estimate costs
- align and reshape damaged panels and frames
- remove damaged sections of vehicles and weld in replacements
- repair rust
- sand and prepare panels and parts for spray painting
- spray-paint panels.

Skills and knowledge needed:

- knowledge of metals and vehicle parts
- skills in repairing, fitting and preparing vehicle panels and frames
- an understanding of mechanics
- knowledge of spray-painting techniques.

Those running their own business need small business skills.

Kaihanganarau Tinana Waka

How to enter the job

To become a qualified collision repair technician you need to complete an apprenticeship and gain at least a National Certificate in Motor Industry – Automotive Body (Level 3), but ideally also complete Level 4.

Secondary education: A minimum of three years of secondary education is recommended. Useful subjects include English, maths and workshop technology.

You can also take part in a secondary school automotive training programme (StartUp), which is run by MITO and provides a pathway into the automotive industry. The programme includes both theory and practical components so you can gain NCEA credits as well as practical work experience.

You can also gain the National Certificate in Motor Industry – Foundation Skills (Level 1).

Personal qualities needed:

- good at problem solving and basic maths
- careful, patient and accurate, with an eye for detail
- motivated
- responsible and honest
- able to work independently
- able to follow instructions.

Useful experience:

- spray painting
- welding
- work in an automotive industry trade, such as automotive engineering
- car grooming
- metal fabrication or car restoration
- sheet metal work.

Related jobs: Automotive Electrician, Automotive Technician, Automotive Refinisher, Fabrication Engineer, Coachbuilder/Trimmer, Tyre Technician.

Vocational pathways: Manufacturing and technology, Services industries.

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Summary

Community Karitane offer support to families with children under the age of five, and provide information on parenting issues such as breastfeeding, infant nutrition, sleeping and child behaviour.

Pay:

- Community Karitane earn between \$39,000 and about \$46,000 a year, depending on experience.

Job opportunities: Chances of getting a job as a community Karitane are poor due to stable numbers and strong competition for vacancies.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- provide support for, and assess the health of families, especially the caregiver and child
- educate caregivers on health and child development issues such as sleeping, nutrition and immunisation
- educate community groups about family health issues
- visit schools, kōhanga reo and community groups
- monitor for signs of child abuse and domestic violence, and refer the child or caregiver to other professionals when needed
- liaise between clients and community agencies such as Work and Income and Housing New Zealand
- work with Plunket nurses to provide services.

Skills and knowledge needed:

- issues relating to child and family health and welfare, including the Tamariki Ora – Well Child service
- childcare
- Māori language and culture, and customs of local iwi, hapū and whānau if working specifically with Māori.

How to enter the job

To become a qualified community Karitane you need to:

- be employed as a child health worker, such as a community, Plunket, Plunket Kaiawhina, Karitane, pacific or iwi health worker for a minimum of two days a week
- complete the National Certificate in Tamariki Ora – Well Child Services (Level 4).

Secondary education: At least three years' secondary education is usually required. Useful subjects include Māori, English and science.

Personal qualities needed:

- patient, observant and understanding
- able to make good judgements
- mature and adaptable
- able to relate to young children and parents
- able to relate to people from a range of cultures
- motivated and able to work independently
- good at communicating and listening
- skilled at organising and managing their time
- good at problem solving.

Useful experience:

- experience in an area of health provision or community social services
- parenting
- work as a nanny
- work as an early childhood teacher.

Related jobs: Registered Nurse, Midwife.

Vocational pathways: Social and community services.

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Community Worker

Summary

Community workers work with people, families, groups and organisations to help and support community development.

Pay:

Pay for community workers varies depending on their experience.

- New community workers with less than four years' experience usually earn minimum wage.
- Those with more than four years' experience can earn up to \$45,000.
- Community workers employed on a casual basis can expect to be paid between \$18 and \$21 an hour.

Job opportunities: Chances of getting a job as a community worker are good due to a shortage of workers.

Length of training: No specific training requirements.

About the job

What you will do:

- develop networks and initiate support for community groups such as the elderly or the disabled
- provide support by visiting people in the community
- provide emergency relief for individuals and families
- provide a link between community members and social services, and arrange referrals to the appropriate services
- develop community resources and training
- help community groups obtain information, government resources and training
- facilitate and help with public meetings and decision making on community issues
- co-ordinate community and fund-raising activities, and apply for grants
- write letters, articles, submissions and reports.

Skills and knowledge needed:

- understanding of communities they work in
- knowledge of community, social assistance and family support agencies
- the ability to communicate with a wide variety of people and groups
- counselling and advocacy skills
- knowledge of various cultural and gender issues
- an understanding of tikanga Māori and the Treaty of Waitangi
- knowledge of relevant government policies and regulations.

Community workers who specialise in Māori communities need to have a knowledge of Māori language and culture.

Kaimahi Hapori

How to enter the job

There are no specific entry requirements for community workers. However, some employers may prefer you to have a National Diploma in Community Work, or a National Certificate in Social Services.

Some agencies provide workplace training, either in-house or through an external training provider.

Training in tikanga Māori (culture and customs) and on the Treaty of Waitangi is also usually provided by employers.

The Vulnerable Children Act 2014 means that if you have certain serious convictions, you can't be employed in a role where you are responsible for, or work alone with, children.

Secondary education: A tertiary entrance qualification may be required for entry into certificate or diploma courses.

Personal qualities needed:

- supportive, caring and empathetic
- adaptable and patient
- good listeners and communicators
- good leaders
- able to establish clear professional boundaries between themselves and their clients
- well organised, with good planning skills.

Useful experience:

- teaching
- counselling
- nursing or other work that involves caring for people
- volunteer work
- leadership experience.

Related jobs: Counsellor, Minister of Religion, Youth Worker, Social Worker.

Vocational pathways: Social and community services.

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Summary

Concrete workers make, pour, spread and finish, reinforce and cut concrete for buildings, stairs, footpaths, driveways and bridges.

Pay:

Pay for concrete workers varies depending on skills and experience.

- Concrete worker apprentices may start on the apprentice training rate.
- New concrete workers can expect to earn between minimum wage and \$20 an hour, depending on their experience.
- Experienced, skilled concrete workers may earn \$20 to \$25 an hour.
- Very experienced concrete workers and those in team leader roles may earn more than this.

Job opportunities: Chances of getting a job as a concrete worker are good, particularly in Auckland and Canterbury.

Length of training: No specific training requirements.

About the job

What you will do:

- read and interpret plans or drawings
- weigh and mix concrete materials (gravel, sand, cement and water)
- sample and test the mix
- prepare boxing (formwork) and/or lay reinforcing
- pour, spread, compact, smooth and polish concrete, by hand or machine
- drive heavy vehicles such as concrete trucks.

Specialised concrete workers may also:

- install items such as anchor bolts into concrete
- spray concrete on areas such as retaining walls and swimming pools
- cut concrete using power cutters.

Skills and knowledge needed:

- knowledge of concrete types and different ways of using them
- knowledge of concrete-setting times
- knowledge of how to lay and finish concrete and operate the machines that are involved
- basic carpentry skills.

How to enter the job

There are no specific entry requirements to become a concrete worker. However, most employers prefer you to:

- hold a full driver's licence
- pass a drug test.

A heavy vehicle licence can also help you find work.

If you want to do an apprenticeship, the first step is to find an employer to take you on.

The Building and Construction Industry Training Organisation (BCITO) can help you find an employer. There are national certificates at Level 3 and 4 in concrete manufacture, production and construction.

You may need to complete the National Certificate in Concrete Core Skills (Level 2) first.

Secondary education: At least Level 1 NCEA in English, technology and maths is useful.

Year 11 and 12 students can learn more about construction and gain relevant skills by doing National Certificates in Building, Construction and Allied Trades (Levels 1 and 2) through the BConstructive programme.

For Year 11 to 13 students, the Gateway programme is a good way to gain industry experience.

Personal qualities needed:

- careful and accurate
- responsible and reliable
- hard-working and practical
- able to follow instructions
- able to work well in a team.

Useful experience:

- paving
- bricklaying
- work in the construction industry.

Related jobs: Bricklayer, Building Contractor, Building and Construction Manager, Stonemason.

Vocational pathways: Construction and infrastructure.

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Conservator

Summary

Conservators help preserve art and artefacts by preventing unnecessary deterioration and repairing any damage.

Pay:

Pay for conservators varies depending on their experience and the type of organisation they work for:

- Full-time conservators can expect to start on \$55,000 a year.
- With five years' experience, conservators usually earn \$55,000 to \$70,000.
- Conservators with 10 or more years' experience may earn \$75,000 or more.
- Graduate conservators may need to volunteer or work on short-term contracts as conservation assistants or technicians to gain experience.

Job opportunities: Chances of getting a job as a conservator are poor due to the small size of the occupation and low turnover.

Length of training: 5 years of training usually required.

About the job

What you will do:

- research the history of artworks and artefacts such as ngā taonga tūturu (old Māori objects)
- analyse and test items to determine what they are made of, their condition and the authenticity of the materials
- consult with curators, owners or iwi about how to treat items
- repair and/or preserve items using physical and chemical treatments
- document an item's condition and any conservation work done
- advise other staff or collectors on preventive conservation, including how to store, display and transport artworks and artefacts
- keep up to date with new developments in conservation.

Skills and knowledge needed:

- different approaches to the conservation of objects
- conservation principles and ethics
- the chemistry of materials and how to use chemicals safely
- ngā taonga Māori.

Conservators also need to have specialist knowledge in their area of interest, and a commitment to ongoing education.

Kaiatawhai Whakaora Taonga

How to enter the job

To become a conservator you need a tertiary qualification in conservation studies. Employers increasingly prefer candidates with a Master of Arts in conservation studies.

An undergraduate degree in a subject such as cultural heritage studies, archaeology, art anthropology, organic chemistry, science, fine arts or art history is needed to enter postgraduate training.

Bachelor's degrees specifically in conservation are only available overseas, in places such as Europe, the United States and Australia.

The nearest university offering a Bachelors in conservation is the University of Canberra, Australia. A related Master's degree is offered at the University of Melbourne.

Secondary education: Chemistry and English are essential for conservators. Other useful secondary school subjects are art history, workshop technology, maths, history and art.

A tertiary entrance qualification is needed.

Personal qualities needed:

- patient and detail-oriented
- methodical and organised
- accurate and careful, with good judgement as much of their work involves handling irreplaceable items
- passionate about their work and the art or artefacts they're responsible for
- good researchers with analytical skills
- good writers and communicators
- skilled in solving problems and negotiating.

Useful experience:

- creating art or making craft items
- volunteer experience or work in museums, art galleries or libraries
- conservation technician work
- experience relevant to their speciality, such as photography for photographic conservators.

Related jobs: Chemist, Architect, Archivist, Curator, Exhibition Technician.

Vocational pathways: Social and community services, Services industries, Creative industries.

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Summary

Contact centre workers answer enquiries and provide or organise help for those who contact them. They may also deal with customer complaints, or sell goods or services.

Pay:

Pay for contact centre workers depends on their experience and responsibilities, and the size and type of contact centre they work for.

- Team members usually earn between \$39,000 and \$48,000 a year.
- Senior contact centre staff and team leaders may earn up to \$52,000.

Job opportunities: Chances of getting a job as a contact centre worker are good due to increasing demand for their services.

Length of training: No specific training requirements.

About the job

What you will do:

- provide information, advice or appointments to people who contact an organisation
- resolve customer enquires and complaints
- forward enquiries to relevant departments
- follow up enquiries by sending information
- ring customers to promote products or services
- conduct surveys.

Other duties vary according to the organisation they work for.

For example, those who work in ambulance centres may give first aid advice.

Skills and knowledge needed:

- excellent speaking and listening skills
- excellent writing skills, as they may respond to enquiries through email, web chat or letters
- good computer and data entry skills
- knowledge of their organisation's products or services.

How to enter the job

There are no specific requirements for becoming a contact centre worker, although most organisations provide training in their products and services for staff before they start work.

Depending on their employer, contact centre workers may then be able to work towards a:

- National Certificate in Contact Centre Operations (Level 3)
- National Certificate in Contact Centres (Levels 3 and 4)
- National Diploma in Contact Centre Management (Level 5).

Emergency services have specific training for people working in their communication centres. These workers may also need to undergo security checks and vision and hearing tests.

Secondary education: Some employers may prefer you to have NCEA Level 2.

Personal qualities needed:

- remain calm and patient even when under pressure
- work well as part of a team
- relate well to people of different cultures
- maintain confidentiality
- communicate well.

Useful experience:

- customer service work
- reception work.

Related jobs: Sales Representative, Administration Officer, Receptionist, Telemarketer.

Vocational pathways: Services industries.

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Cook

Summary

Cooks prepare, cook and serve food. They work in cafes, bars, fast food outlets or for caterers.

Pay:

Pay for cooks depends on their level of experience.

- Junior cooks earn an average of minimum wage an hour.
- Senior cooks earn an average of \$19 an hour.

Job opportunities: Chances of getting a job as a cook are average for those with little experience, but good for skilled cooks.

Length of training: Less than 2 years of training usually required.

About the job

What you will do:

- prepare raw ingredients for menu items, according to customers' orders
- cook food quickly and efficiently
- arrange food on plates or wrap it to be taken away
- give instructions and demonstrate cooking methods and techniques to others
- create new recipes and plan menus
- order food supplies, organise deliveries and restock shelves
- run their own business.

At very small restaurants, the duties of cooks may overlap with other jobs. For example, cooks may take orders and also wash the counters and dishes.

Skills and knowledge needed:

- ability to cook quickly and safely in a busy kitchen
- ability to follow recipes and instructions
- knowledge of food hygiene, stock rotation and food storage methods
- knowledge of kitchen equipment
- knowledge of how a commercial kitchen works.

Cooks may also need business skills if they run their own business.

Ringa Wera

How to enter the job

Entry requirements for cooks vary depending on the employer. Some cafes and bars only employ fully-qualified chefs as cooks, others employ people who have done shorter training courses and train them on the job.

However, many people who work in takeaway bars, fast food restaurants and fish and chip shops have no formal cooking qualifications.

Cookery qualifications offered by polytechnics and other providers include:

- food hygiene courses
- foundation cookery courses
- two-year professional cooking courses
- work-based training courses, such as an apprenticeship in cookery.

Secondary education: There are no specific secondary education requirements to become a cook, but useful subjects include English, maths and food technology.

Personal qualities needed:

- able to pay attention to detail
- quick, efficient and customer-focused
- adaptable and creative
- able to multitask and maintain concentration
- able to work well under pressure and deal with high-stress environments
- able to lead a team
- able to listen and communicate well.

Useful experience:

- basic training through introductory cooking courses.

Related jobs: Baker, Chef, Cafe/Restaurant Manager.

Vocational pathways: Services industries.

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Summary

Copywriters come up with ideas and write the content for different advertising mediums such as television, film, radio, magazines, CD-ROMs, brochures, websites and newspapers.

Pay:

Pay for copywriters varies depending on the size of the agency they work for.

- Copywriters working for public sector/not-for-profit organisations usually earn \$60,000 to \$80,000 a year.
- Self-employed copywriters may have more variable earnings based on their day or project rate, and length of contract.

Job opportunities: Chances of getting a job as a copywriter are poor as the occupation is small and competition for vacancies is strong.

Length of training: 1 year of training usually required.

About the job

What you will do:

- receive a brief on the product and the chosen advertising medium by the accounts handlers and the client
- research the product
- develop advertising ideas with an art director and/or other team members
- present the ideas to the client
- write the words for the advertisement (the copy)
- choose people, such as photographers and directors, to make the advertisement
- supervise the production of advertisements.

Skills and knowledge needed:

- knowledge of spelling, grammar and vocabulary
- knowledge of effective advertising methods
- an understanding of the products or services they are writing about
- knowledge of a range of cultures and human behaviour
- up-to-date knowledge of current trends and issues, and what is happening in the advertising and marketing industries.

Copywriters who do freelance work also need to have business skills.

How to enter the job

There are no specific entry requirements to become a copywriter. However, employers usually prefer you to have a relevant tertiary qualification, such as a diploma or graduate diploma.

Secondary education: There are no specific secondary education requirements, but NCEA Level 3 English is useful.

Personal qualities needed:

- creative and imaginative
- organised
- able to work well under pressure
- able to solve problems
- confident
- excellent at communicating
- excellent at writing, as they write in a range of styles for different advertising mediums and audiences
- good at analysis and research.

Useful experience:

- creative writing
- computer design
- photography
- music.

Related jobs: Advertising Specialist, Author, Journalist, Technical Writer, Editor.

Vocational pathways: Creative industries.

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Corrections Officer

Āpiha Whare Herehere

Summary

Corrections officers are responsible for the safe, secure and humane containment of prisoners. They manage prisoners' sentence plans and rehabilitation programmes to help reduce reoffending.

Pay:

Pay for corrections officers varies depending on their experience and level of responsibility.

- Corrections officers in training usually earn about \$47,000 a year and earn about \$49,000 upon completion of training.
- Trained corrections officers earn between \$49,000 and \$57,000 a year.
- Senior corrections officers earn between \$60,000 and \$63,000.
- Principal corrections officers earn between \$67,000 and \$71,000.

Job opportunities: Chances of getting a job as a corrections officer are good in some regions due to a shortage of workers, but average in other regions where prison units are closing.

Length of training: No specific training requirements.

About the job

What you will do:

- supervise prisoners' daily routine, which includes meal, work and recreation times
- patrol prison buildings and grounds
- observe the behaviour of prisoners and help implement and monitor the progress of prisoners' sentence plans
- monitor prison visits and record visitors' details
- prepare reports relating to prisoners and any incidents that occur
- monitor, assess and manage potentially harmful prisoners
- escort prisoners to court hearings, funerals or appointments with dentists or doctors.

Skills and knowledge needed:

- prison policy, procedures, rules and routines
- control and restraint techniques
- first aid and safety procedures.

How to enter the job

To become a corrections officer you must:

- pass a medical test and a physical fitness test
- comply with the Department of Corrections' criminal conviction policy – you will not be considered if you have received a custodial sentence
- have a current driver's licence, and be able to drive a manual vehicle
- pass a pre-employment drug test
- have a first aid certificate.

You must also complete a personality profile, be interviewed by a panel of people, and be assessed on your communication and analytical skills.

New corrections officers complete a six-week residential training course at the Corrections Staff College followed by further on-the-job training.

Secondary education: There are no specific secondary education requirements for this job.

Personal qualities needed:

- good at communicating with a range of people, including prisoners and their families and friends
- dependable and honest
- mature, non-judgemental and fair in their dealings with prisoners
- observant, alert and accurate
- able to follow orders and set procedures
- able to work well under pressure
- assertive and able to use their initiative
- interested in helping others.

Useful experience:

- experience in dealing with people or being part of a team environment (such as a sports team)
- working with people from a diverse range of communities, ethnicities and backgrounds and/or having an understanding of different languages and cultures
- involvement in community-based activities and programmes such as coaching sports, mentoring young people, volunteering and fundraising.

Related jobs: Security Officer/Guard, Probation Officer.

Vocational pathways: Social and community services.

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Summary

Counsellors help people to deal with their feelings and responses, solve problems and create change in their lives.

Pay:

Pay for counsellors varies depending on their employer, qualifications and experience.

Pay for counsellors working for district health boards.

- New graduates start on about \$48,000 a year.
- They can progress in yearly steps to earn \$65,000.
- Senior counsellors with extra responsibilities can earn up to \$99,000.

Pay for guidance counsellors working in secondary schools.

- Guidance counsellors in secondary schools start on between \$46,000 and \$54,000 a year.
- They can progress each year to earn between \$57,800 and \$75,500.
- Many counsellors are self-employed. Their income depends on the success of their business and number of hours worked. Some counsellors also do voluntary work.

Job opportunities: Chances of getting a job as a counsellor are poor because it is a small industry.

Length of training: 2-5 years of training usually required.

About the job

What you will do:

- encourage clients to express feelings and discuss what is happening in their lives
- listen, respond to, and reflect with clients
- help clients understand themselves, their needs and how to meet them
- discuss changes that clients could make, and the consequences of those changes, and support clients to make decisions
- research ways to deal with clients' specific problems
- run workshops and courses.

Skills and knowledge needed:

- counselling skills and knowledge of counselling theories and techniques
- research, communication and listening skills
- skill in analysing and evaluating human behaviour
- knowledge of human development and relationships
- knowledge of grief, addiction and/or sexual abuse and how they can affect people
- knowledge of social and cultural issues
- knowledge of self-care strategies.

How to enter the job

Anyone can set up their own counselling business, but most employers require counsellors to:

- hold a Level 6 Diploma, or higher qualification, in counselling
- be a member of a relevant professional body (or be working towards this).

From 2019, the New Zealand Association of Counsellors (NZAC) will require new members to have a minimum of a Level 7 Bachelor's degree in counselling.

The Vulnerable Children Act 2014 means that if you have certain serious convictions, you can't be employed in a role where you are responsible for, or work alone with, children.

Secondary education: A tertiary entrance qualification may be required. Useful subjects include English and languages to NCEA Level 2.

Personal qualities needed:

- mature, broad-minded and non-judgemental
- caring, empathetic and supportive
- positive, and able to appreciate people's strengths
- patient and persistent
- able to keep information private
- able to relate to people from a range of cultures and backgrounds.

Useful experience:

- volunteer work with organisations such as Lifeline and Youthline
- social or community work
- work that involves helping or caring for people
- research or study in fields such as psychology
- life experience.

Related jobs: Minister of Religion, Psychologist, Community Worker, Social Worker, Career Consultant.

Vocational pathways: Social and community services.

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Courier/Postie

Summary

Couriers/posties sort, collect and deliver mail, packages, parcels and other goods to houses or businesses, using a vehicle or on foot.

Pay:

Posties employed by New Zealand Post:

- usually earn between \$32,000 to \$36,000 a year, based on a 38-hour week
- may also receive a wet weather allowance and a sixth shift allowance if they work six days a week.

Couriers are:

- usually contracted and paid a daily minimum and commission for the number of packages delivered
- pay usually starts at \$40,000 per year, before tax and running costs
- couriers can earn up to \$130,000 on a busy round, before tax and running costs.

About a third of what a courier earns goes on running costs such as fuel and maintenance of their vehicle, as well as uniform and equipment. To cover slow periods, many courier companies pay their drivers a retainer or stipend if they earn below a set amount.

Job opportunities: Chances of getting a job as a courier/postie are average due to stable worker numbers.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- sort and deliver mail, parcels and other goods
- collect items for delivery from businesses or private homes
- keep a record of deliveries made, including the delivery of registered mail
- receive payment on delivery of goods, or arrange for accounts to be settled
- hold mail for customers who are away and redirect mail for people who have changed address
- keep their delivery vehicle in good working order.

Skills and knowledge needed:

- New Zealand geography, especially the area where based
- correct lifting techniques
- how to use tracking equipment such as scanners
- the Road Code, defensive driving techniques and transport regulations

They may also need to know how to handle hazardous goods. Couriers/posties running a small delivery business also need business skills.

Kaikawe Karere

How to enter the job

Most skills for couriers and posties are learned on the job.

To work as a courier, or postie who does their round by vehicle, you must have the correct type of licence for the vehicle you are driving.

Courier/postie drivers may need their own vehicle (such as a van), and must have a current driver licence, a dangerous goods (D) endorsement, and a goods service licence.

Secondary education: NCEA Level 1 English is useful.

Personal qualities needed:

- able to sort quickly and accurately
- good at reading maps, and able to memorise road names, street numbers and names
- skilled at driving or cycling
- honest and reliable
- friendly, helpful and polite
- able to work well in a team and independently
- organised and punctual.

Useful experience:

- work as a mail sorter or newspaper deliverer
- taxi driving
- work in the freight industry, or any work that involves driving.

Related jobs: Mail Sorter, Delivery Driver.

Vocational pathways: Services industries.

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Summary

Court/legal clerks assist with the day-to-day operation of courts. They handle court documents and schedules, and may support the judge in running court hearings.

Pay:

- Pay for court/legal clerks varies depending on experience, but they usually earn \$40,000 to \$55,000 a year.
- Court/legal clerks working in the high and supreme courts generally earn more than those working in the district and family courts.

Job opportunities: Chances of getting work as a court/legal clerk are average due to gradually declining job numbers but high turnover among workers.

Length of training: No specific training requirements.

About the job

What you will do:

- schedule court hearings
- swear in witnesses and read out charges
- document court proceedings for transcriptionists (the people who record what is said in court)
- prepare and maintain case files
- liaise with police, judges and lawyers.

Skills and knowledge needed:

- court processes
- the order of court proceedings
- legal terms and methods.

How to enter the job

There are no specific entry requirements to become a court/legal clerk. Most court/legal clerks are trained on the job by senior clerks.

Graduate law students with little experience are often given on-the-job training as judge's clerks.

Secondary education: Court/legal clerks need to have NCEA Level 2 or equivalent.

A good level of spoken English is important, and subjects such as drama, history, social studies, te reo Māori and maths are useful.

Personal qualities needed:

- accurate
- able to work well under pressure
- reliable and able to keep information confidential
- confident and capable in front of an audience.

Useful experience:

- work as a legal secretary or law clerk, or other work in a law office
- court work
- administration work
- work with the public.

Related jobs: Administration Officer, Legal Executive.

Vocational pathways: Social and community services.

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Crane Operator

Summary

Crane operators use cranes to move objects such as materials on construction sites, containers on wharves and heavy parts in factories.

Pay:

Pay for crane operators varies depending on experience, qualifications, location and type of crane operated.

- Trainee crane operators, who work as dogmen, usually earn \$18 to \$20 an hour.
- Experienced crane operators usually earn \$26 to \$35 an hour.
- Very experienced crane operators operating some large cranes in dangerous conditions can earn \$60 to \$70 per hour.

Job opportunities: Chances of getting a job as a crane operator are average for inexperienced crane operators and good for those with experience.

Length of training: Less than 2 years of training required.

About the job

What you will do:

- check their crane's air, water, oil, fuel and lifting equipment
- drive mobile cranes to work sites
- set up cranes and make sure they are secure
- organise the lift plan and allocate work to the team
- make sure loads are not too heavy for the crane, and identify and control any hazards
- follow directions from a team member on the ground
- lift and move loads and place them in the required position.

Crane operators usually start by working as dogmen, who rig (attach) loads to cranes and direct crane operators from the ground.

Skills and knowledge needed:

- safety rules that govern cranes, such as regulations for road operations
- safe working load limits for various cranes
- how to prepare and rig (attach) loads for lifting
- how to maintain and operate cranes, including operating computerised controls
- ground-to-crane hand signals.

Kaiwhakamahi Wakaranga

How to enter the job

To become a crane operator you need to train on the job and be assessed to gain the New Zealand Certificate in Cranes – Dogman Operations (Level 3) and then the New Zealand Certificate in Crane Operation (Level 3 and 4).

You can do this by:

- working for a crane company to build up skills and knowledge of cranes in their yard, including how to assemble and load cranes, and communicate with crane operators
- showing an assessor sufficient skills and knowledge to gain the New Zealand Certificate in Cranes – Dogman Operations (Level 3)
- working with a qualified crane operator to learn how to erect and operate specific cranes
- showing an assessor sufficient skills and knowledge to gain a New Zealand Certificate in Crane Operation (Level 3 and 4) for the type of crane you are working on.

Secondary education: A minimum of three years secondary education. Useful subjects include English and maths.

Year 11 and 12 students can learn more about the construction industry, and gain relevant skills, by doing a National Certificate in Building, Construction and Allied Trades (Level 1 and 2) through the BConstructive programme.

For Year 11 to 13 students, the Gateway programme is a good way to gain construction industry experience.

These programmes may help you get work with crane companies, but do not reduce the amount of time it takes to complete the crane operator qualifications.

Personal qualities needed:

- responsible and careful
- able to work well independently and in teams
- patient and observant
- good communicators
- good at decision making.

Useful experience:

- working as a dogman on the ground below a crane, attaching loads and communicating with the crane operator
- building or engineering work
- truck driving
- operating earthmoving or other heavy machinery.

Related jobs: Earthmoving Machine Operator, Forklift Operator, Roving Construction Worker, Stevedore, Tow Truck Operator.

Vocational pathways: Construction and infrastructure, Manufacturing and technology.

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Summary

Crop farm workers assist with the raising and harvesting of fruit, vegetables and grains on farms and in orchards, vineyards and hothouses. They may work year-round or do seasonal work.

Pay:

Permanent full-time workers

- Crop farm workers without experience or qualifications usually start on the minimum wage or a little more.
- With two to three years' experience, or a qualification, their pay may increase to between \$16 and \$18 an hour.
- Crop farm workers who supervise others can earn from \$18 to \$25 an hour.

Seasonal workers

- Most seasonal fruit and vegetable pickers are paid according to how much they pick, and this depends on their speed. It is possible for fast pickers to earn the equivalent of \$20 an hour.
- Seasonal workers who are paid by the hour typically start on the minimum wage or a little more.
- Pickers and pruners who are prepared to travel and follow the harvest trail around New Zealand, shifting to a new region as each crop ripens, can earn up to \$50,000 a year.

Job opportunities: Job opportunities for crop farm workers are good due to high seasonal demand and increasing fruit and vegetable production.

Length of training: No specific training requirements.

About the job

What you will do:

- prepare soil for planting
- plant crops such as grains, fruit or vegetables
- maintain crops, which may involve weeding, hoeing, spraying, pruning, thinning, fertilising and watering
- check for pests and diseases, and control these
- harvest, sort and pack crops
- operate vehicles, such as forklifts, tractors and motorbikes
- assist with general maintenance of buildings, fences and other structures.

Skills and knowledge needed:

- growing and harvesting crops
- crop diseases, weeds and pests and how to control them
- local climate and weather conditions
- food safety, market certification and quality requirements
- applying agricultural fertilisers and chemicals
- general maintenance and basic mechanics
- assessing fruit or vegetables for ripeness, damage, or size.

How to enter the job

There are no specific entry requirements to become a crop farm worker. However, horticultural knowledge or experience is useful.

Crop farm workers who have good work ethics and the right attitude are supported by some employers to do an in-house training programme or gain horticulture qualifications through the Primary ITO, or local tertiary provider.

Secondary education:

Useful subjects include maths, science subjects and horticulture. Year 11-13 students can achieve unit standards in horticulture through the Primary ITO Gateway programme.

They may also work towards national certificates in horticulture through the New Zealand Trade Academy, while still working toward NCEA. This usually includes off-site learning and some on-the-job training.

Personal qualities needed:

- hard-working
- reliable
- efficient and practical
- able to work as part of a team
- able to follow instructions.

Useful experience:

- gardening work
- any work involving physical labour
- any outdoor work such as farm work
- sports or other outdoor activities.

Related jobs: Arborist, Building and Construction Labourer, Farm Worker, Landscape Gardener, Gardener, Nursery Grower/Worker.

Vocational pathways: Primary industries.

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Crop Farmer/Crop Manager

Summary

Crop farmers/crop managers plan and manage food plant production on farms and in orchards, vineyards and hothouses.

Pay:

Crop farmers/crop managers usually earn between \$50,000 and \$100,000 per year. Pay rates for crop farmers/crop managers vary widely depending on:

- farm size
- crop type
- farm profitability, which may vary from season to season
- prices received for the crops.

Job opportunities: Chances of getting a job as a crop farmer/crop manager are good due to a shortage of workers.

Length of training: No specific training requirements.

About the job

What you will do:

- decide what crops will be grown, and develop a planting schedule
- prepare land for planting using tractors and cultivators
- plant seeds and crops, and monitor their growth
- ensure crops are well watered, fertilised and pruned, and are free of weeds, disease and contaminants
- manage irrigation and frost protection
- organise the harvesting, grading and packing of crops, and arrange for their sale and transport
- buy seed, fertiliser, machinery and other farm materials
- check, clean and maintain equipment
- train, organise and supervise workers and contractors
- ensure that food safety, health and safety, and other regulations are complied with
- keep production and financial records.

Skills and knowledge needed:

- knowledge of how to grow and harvest various types of crops
- knowledge of crop diseases, weeds and pests, and how to control them
- understanding of climate and weather conditions, and how they affect crops
- knowledge of soil and crop rotation, and cultivation and harvesting methods
- understanding of food safety, market certification and quality requirements
- knowledge of health, safety and employment regulations
- the ability to recruit, train and manage staff.

Kaiahuwhenua Huangakai/ Kaiwhakahaere Huangakai

How to enter the job

There are no specific entry requirements to become a crop farmer/crop manager, apart from experience in the horticulture industry.

However, a qualification such as a certificate or diploma in horticulture, or a degree such as Bachelor of AgriScience (Hort) is recommended.

A driver's licence is essential and a licence with a forklift endorsement is useful.

If you are starting out you can also train by doing an apprenticeship.

If your job requires agrichemical spraying you need a certificate from approved providers such as Growsafe.

Secondary education: There are no specific secondary education requirements to become a crop farmer/crop manager. However, a minimum of three years of secondary education is preferred.

Useful subjects include maths, agricultural and horticultural science, biology and chemistry.

For Year 11-12 students, working towards a national certificate in horticulture through a trades academy may be possible, including off-site learning and some on-the-job training.

Personal qualities needed:

- good administrators, with computing, accounting and business planning skills
- good at communicating with, and managing people
- able to relate to people from a wide range of backgrounds
- practical and organised
- responsible and patient
- adaptable, observant, motivated and quick-thinking
- able to work well in a team and under pressure.

Useful experience:

- farm or horticulture work
- driving specialist equipment or heavy vehicles
- mechanical work
- business management
- working with harvesting contractors
- any work with plants.

Related jobs: Farmer/Farm Manager, Farm Worker, Dairy Farmer, Agricultural/Horticultural Consultant.

Vocational pathways: Primary industries.

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Summary

Curators develop, maintain, research and exhibit collections for museums, art galleries and artists.

Pay:

Pay for curators varies depending on their level of responsibility and the size of the institution they work for.

- Curators at smaller regional museums or galleries can earn \$50,000 to \$65,000 a year.
- Senior curators or team leaders with five or more years' experience can earn \$70,000 to \$95,000.

Job opportunities: Chances of getting a job as a curator are poor for those wanting to enter the role, and average for those with experience.

Length of training: 5 years of training usually required.

About the job

What you will do:

- liaise with artists, art dealers, and other museums and galleries to get items for exhibitions and collections
- decide what items to add to the collection
- help decide what items to display in exhibitions
- be responsible for the quality of the exhibition installation and presentation
- research and write about collection or exhibition items
- give talks on exhibitions and collections
- work on repatriation projects (the return of art and cultural objects, usually looted, to their original place)
- manage budgets.

Skills and knowledge needed:

- the subject area they work in, such as art, history, or material culture (the study through objects of a community's beliefs)
- how to handle, conserve and preserve items in collections and exhibitions
- funding sources.

How to enter the job

To become a curator you need considerable industry experience and/or a postgraduate degree in a specialist area such as:

- art
- art history
- Māori or Pacific studies
- science
- anthropology
- history.

A postgraduate qualification in museum studies may also be useful.

Secondary education: A tertiary entrance qualification is needed to enter further training. Useful school subjects include Māori studies, Pacific studies, art history, art, classical studies, history, science and English.

Personal qualities needed:

- able to think creatively about exhibition design
- good at research and writing
- accurate and methodical, with an eye for detail
- able to work well in a team
- excellent at networking
- good communicators, with public relations skills.

Useful experience:

- voluntary or paid work in an art gallery or museum
- work as an artist, art critic or art historian
- library or research work
- project management.

Related jobs: Archivist, Historian, Artist, Conservator, Exhibition Technician.

Vocational pathways: Social and community services, Services industries, Creative industries.

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Customs Officer

Summary

Customs officers control, monitor and administer the entry and departure of goods, vessels and people to and from New Zealand.

Pay:

Pay for customs officers varies depending on experience, responsibilities and performance.

- Customs officers in training or with one year's experience can expect to earn about \$39,000 a year.
- After two to three years they can earn up to \$49,000 a year.
- With five years' experience, they can earn up to \$56,000 a year.
- A chief customs officer can earn between \$65,000 and \$97,000 a year, depending on experience.

Job opportunities: Chances of getting a job as a customs officer are poor, as vacancies are rare and competition for them is high.

Length of training: No specific training requirements.

About the job

What you will do:

- inspect mail and imported and exported goods for illegal items
- patrol wharves and search ships and aircraft for prohibited and restricted goods
- check passengers' passports and travel documents
- check passengers for prohibited and restricted goods
- assess and collect taxes on goods coming into the country, and on alcohol and tobacco made in New Zealand
- gather import and export data
- gather intelligence and assess security risks
- carry out drug and commercial investigations
- administer computer-based customs declarations and enquiries.

Skills and knowledge needed:

- knowledge of legislation relevant to customs work
- understanding of customs procedures and policies
- knowledge of border protection methods
- knowledge of search and investigation techniques
- skill in inspecting and evaluating people, goods and areas.

Āpiha Taupare

How to enter the job

To become a customs officer you need to be a New Zealand citizen or permanent resident, and hold a current driver's licence.

Applicants shortlisted for trainee customs officer positions attend an assessment centre for:

- one-to-one interviews
- written activities
- group activities
- cognitive (thought processes) testing.

Successful applicants are then formally interviewed and must pass a medical assessment.

If your interview is successful, you become a trainee customs officer and complete a nine-week training programme in Auckland, which includes a two-week residential programme.

All staff appointed to New Zealand Customs Service must pass a drug test and security checks.

Secondary education: There are no specific secondary education requirements, but NCEA Level 2 English and maths are preferred.

Personal qualities needed:

- skilled at communicating
- skilled at analysing information and solving problems
- good at planning
- polite, patient and helpful
- firm when dealing with people, when necessary
- able to relate to people from different backgrounds and cultures
- responsible
- observant, with an eye for detail.

Useful experience:

- customer service roles dealing with the public, handling complaints and dealing with conflict
- work involving legislation or law enforcement
- being able to speak and understand other languages.

Related jobs: Police Officer, Fishery Officer, Immigration Officer, Quarantine Officer.

Vocational pathways: Social and community services.

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Summary

Customs/freight brokers arrange the clearance and collection of imported cargo from customs and bond stores, and the shipment of cargo for export.

Pay:

- Pay for customs/freight brokers varies greatly depending on experience, their position within a company and the size of the company. They can earn anywhere between \$35,000 and \$100,000 a year.

Job opportunities: Job opportunities for customs/freight brokers are average but expected to improve in coming years.

Length of training: No specific training requirements.

About the job

What you will do:

- find the most appropriate and cost-effective way of moving goods
- check import/export documents and clear goods through customs
- arrange insurance for goods, and the payment of duties and taxes
- classify goods into different tariff groups by using an international tariff coding system
- communicate with transport companies and international freight forwarders and record the movement and placement of goods while they are in transit.

Depending on the company, some customs brokers may also work as freight forwarders. However, only customs brokers classify goods according to the international tariff coding system.

Skills and knowledge needed:

- customs regulations and procedures
- carriage of goods laws, including dangerous goods regulations
- transport systems
- methods of packing and stowing goods
- international laws and standards regarding the transport of goods such as those set down by the International Air Transport Association (IATA)
- shipping terms and United Nations port codes.

How to enter the job

There are no specific entry requirements to become a freight broker. However, most employers prefer candidates who have a qualification recognised by Tranzquil, such as a National Certificate in Distribution.

To operate as a customs broker you need to be able to lodge documentation with New Zealand Customs, which requires a New Zealand Customs Unique User Identifier (UUI), commonly known as a Personal Identification Number (PIN).

To gain PIN accreditation, you need to achieve at least an 80% pass in three exams run by the Customs Brokers and Freight Forwarders Federation of New Zealand (CBAFF). The CBAFF run three courses to prepare applicants for the exams.

Secondary education: NCEA Level 1 English and maths are preferred.

It is recommended that applicants to CBAFF courses have NCEA Level 3 English and maths qualifications.

Personal qualities needed:

- accurate and well organised
- inquiring and willing to learn while they are working
- able to work well under pressure and make decisions quickly
- good communicators and able to gain people's trust and keep information private.

Useful experience:

- working for a shipping line or importer/exporter
- work in customs
- courier work
- office or accounts work
- warehouse and stores work.

Related jobs: Administration Officer, Buyer, Importer/Exporter, Purchasing/Supply Officer.

Vocational pathways: Services industries.

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Dairy Farmer

Summary

Dairy farmers feed, care for and milk herds of cows on farms.

Pay:

Pay for dairy farmers and dairy farm managers varies depending on experience and responsibilities, and the profitability of the farm.

- Assistant dairy herd managers usually earn \$46,000 a year.
- Dairy herd managers usually earn \$53,000.
- Dairy farm managers usually earn \$67,000.
- Operations managers in charge of large or multiple dairy farms usually earn \$71,000.
- The earning potential of sharemilkers and managers can be high, but may fluctuate from year to year.
- Dairy farm managers are often supplied with free or subsidised accommodation, power, telephone, meals, and sometimes farm-killed meat or milk. These extras can average about \$5,000 a year.

Job opportunities: Chances of getting a job as a dairy farmer are good due to high demand for experienced dairy herd and farm managers.

Length of training: No specific training requirements.

About the job

What you will do:

- milk the cows using milking machinery, and wash pipes and clean the yard after milking
- plan, manage and buy the cows' food
- manage the health, breeding and mating of the herd, and the raising of calves
- maintain equipment and farm vehicles
- keep financial and farming records, organise the farm business plan and employ and train people
- interact with vets, farm advisers and other contractors
- keep up to date with new farm technology, and ways to make the dairy farm more environmentally sustainable.

Skills and knowledge needed:

- good animal-handling skills and understanding of animal welfare
- an understanding of pasture management and the milking process
- an awareness of milk company standards and safe practices on the farm
- an ability to drive, operate and maintain farm machinery
- knowledge of accounting and how to run a business
- an understanding of sustainable environmental management practices.

Kaiahuwhenua Miraka Kau

How to enter the job

There are no specific entry requirements for dairy farmers, but training will help your career. A relevant training course in agriculture, dairy farming, agribusiness or farm management is recommended.

Most dairy farmers offer their employees training through the Primary Industry Training Organisation (Primary ITO), which offers apprenticeships.

Secondary education: A minimum of three years of secondary education is recommended. Useful subjects include agricultural and horticultural science, maths, accounting, biology, science and digital technology.

Personal qualities needed:

- patient, adaptable and practical
- motivated and able to follow a routine
- able to show initiative and make decisions
- well organised, goal focused and forward thinking
- able to work well independently, and as part of a team
- good at communicating with and managing people.

Useful experience:

- any farm work
- working with animals
- working in mechanical, maintenance or building industries
- professional rural roles such as fertiliser representative, banker or stock agent
- membership of a young farmers' club.

Related jobs: Agricultural/Horticultural Consultant, Animal Care Attendant, Farmer/Farm Manager, Farm Worker, Crop Farmer/Crop Manager.

Vocational pathways: Primary industries.

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Summary

Dairy products makers operate machines to produce dairy products such as cheese, butter, yoghurt and milk powder.

Pay:

Dairy products makers earn the following:

- Assistant dairy products makers earn between \$40,000 and \$50,000 a year.
- Experienced dairy products makers earn between \$50,000 and \$60,000.
- Senior dairy products makers earn between \$60,000 and \$70,000.

Job opportunities: Chances of getting work as a dairy products maker are good, as dairy processing is a large industry in New Zealand.

Length of training: No specific training requirements.

About the job

What you will do:

- mix and cook dairy product ingredients
- mould or shape the dairy product
- monitor how the product matures over time
- take samples of the dairy product
- test dairy product samples
- operate machinery (to make and package dairy products)
- clean and sterilise machinery.

Skills and knowledge needed:

- the ingredients for, and types of dairy products they are making
- laboratory practices, production methods, and quality control
- health and safety regulations
- how to use and care for equipment
- milk chemistry and microbiology.

How to enter the job

There are no specific requirements to become a dairy products maker as skills are gained on the job and through in-house training courses. However, some employers may prefer you to have a Diploma in Dairy Technology.

Dairy products makers may study towards the Diploma in Dairy Technology and the Graduate Diploma in Dairy Science and Technology while working.

Courses are also run through the New Zealand Industry Training Organisation.

Courses in engineering, food hygiene and food technology, or a diploma in science are useful for dairy products makers.

Secondary education: At least four years of secondary education is preferred. Useful subjects include chemistry, English and maths.

Personal qualities needed:

- patient and practical
- efficient and organised
- accurate, with an eye for detail
- able to work well in a team or alone
- able to follow instructions
- able to keep accurate records.

Useful experience:

- manufacturing work
- work on a dairy farm
- laboratory work
- any work involving food handling and hygiene.

Related jobs: Brewer, Food and Beverage Factory Worker, Food Technologist.

Vocational pathways: Manufacturing and technology, Primary industries.

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Dancer

Summary

Dancers entertain people by expressing ideas and emotions, usually to music, using body movements.

Pay:

There are guidelines of pay rates for dancers, but what you earn depends on your ability as well as how often you work, and what type of work you do. Work may be irregular, and many dancers rely on second jobs to make a living.

- Contemporary dancers are usually paid per project or performance.
- Classical dancers who are employed full time, can earn between \$35,000 and \$65,000 a year. Principal ballet dancers are paid more than those in the corps de ballet (ballet company dancers who perform as a group).

Job opportunities: Chances of getting a job as a dancer are poor due to limited paid roles and high competition for positions.

Length of training: No specific training requirements.

About the job

What you will do:

- attend dance classes to rehearse movements and learn techniques
- exercise daily by doing dance and Pilates classes
- research and identify what areas of their body are prone to injury, and work to prevent this
- combine movement with musical accompaniment
- audition for dance companies and dance roles
- study and practise roles
- complete tasks set by choreographers
- perform in front of an audience or camera.

Skills and knowledge needed:

- understanding of different dance and drama techniques, and the ability to use them in performance
- understanding of music and rhythm
- skill in interpreting ideas into dance
- performance skills
- the ability to memorise dance sequences
- knowledge of anatomy and how the body works.

Kaikanikani

How to enter the job

There are no specific educational requirements to become a dancer. However, contemporary and classical dancers usually need to have a tertiary qualification in contemporary dance or classical ballet.

To secure a contract with a dance company, it is usual to go through an audition process. An audition application, which may vary depending on the individual requirements of different companies, usually involves preparing a resume, headshot, two to three dance photos and video footage.

Secondary education: There are no specific secondary education requirements for this job.

Personal qualities needed:

- creative
- motivated and disciplined
- dedicated to maintaining their health and fitness
- able to pay attention to detail, as they may be directed to make very small movements
- punctual and reliable when attending classes, rehearsals and performances
- good communicators.

Useful experience:

- athletics
- acting or any other kind of public performance.

Classical dancers need to have studied classical ballet from an early age, to get used to the physical demands of the discipline.

Related jobs: Actor, Artistic Director, Entertainer, Musician, Model.

Vocational pathways: Creative industries.

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Data Entry Operator/ Transcriptionist

Summary

Data entry operators/transcriptionists transcribe and copy information that is spoken or written.

Pay:

Pay for data entry operators/transcriptionists depends on their speed, accuracy and experience, as well as their employer.

- Most data entry operators/transcriptionists earn between \$32,000 and \$45,000 a year.
- Specialist data entry operators/transcriptionists usually earn between \$37,000 and \$44,000 a year.

Job opportunities: Job opportunities for data entry operators/transcriptionists are average due to declining demand for their services but relatively high turnover of workers.

Length of training: No specific training requirements.

About the job

What you will do:

- copy information from one form to another – for example, from handwritten forms to computerised forms
- type verbatim (word for word) from recorded conversations or dictation
- check, edit and print documents
- proofread written work.

Skills and knowledge needed:

- a typing speed of at least 60 words per minute
- excellent computer and word processing skills
- to be familiar with word processing and other computer packages
- good vocabulary and excellent spelling and grammar
- good communication skills.

Kaiwhakauru Raraunga/ Kaipatopato Kōrero

How to enter the job

There are no specific entry requirements to become a data entry operator/transcriptionist. However, you will need good accuracy and speed when typing.

Secondary education: There are no specific secondary education requirements to become a data entry operator/transcriptionist. However, it is recommended that you have at least NCEA Level 2.

Personal qualities needed:

- good at listening
- accurate
- reliable, efficient and focused
- able to keep information confidential
- able to work well under pressure.

Court data entry operators/transcriptionists also need to be able to cope with working with information from trials which may be unpleasant to hear.

Useful experience:

- knowledge of relevant technical and legal words and phrases
- previous work in a legal office.

Related jobs: Secretary.

Vocational pathways: Services industries.

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Debt Collector

Summary

Debt collectors help businesses and individuals collect overdue payments for goods or services.

Pay:

- Debt collectors usually earn between \$44,000 and \$55,000 a year.

Job opportunities: Chances of getting a job as a debt collector are good due to high turnover.

Length of training: Less than 1 year of training usually required.

About the job

What you will do:

- contact people by phone or letter to inform them of unpaid accounts
- advise people on how to pay overdue accounts
- arrange for legal action to be taken on unpaid accounts
- organise the repossession of goods to settle unpaid bills
- keep records and prepare statements and legal documents.

Skills and knowledge needed:

- knowledge of the relevant sections of the Sale of Goods Act, Hire Purchase Act, Privacy Act and Possession of Chattels Act
- knowledge of district court rules and procedures.

Kaikohi Nama

How to enter the job

Although there are no specific entry requirements to become a debt collector, contact centre employers prefer you to have a tertiary qualification such as the National Certificate in Contact Centre Operations (Level 3).

Debt collectors gain most skills on the job.

Secondary education: NCEA Level 2 is recommended for entering the National Certificate in Contact Centre Operations.

Useful subjects include English, legal studies, maths and accounting.

Personal qualities needed:

- polite, tactful and honest
- persuasive, persistent and firm when dealing with people
- able to work well under pressure
- able to keep calm when communicating with people who are angry or upset
- able to relate well to people from a variety of backgrounds
- good with numbers
- good at written communications
- organised and motivated
- good at making decisions
- confident using computers.

Useful experience:

- work as a law clerk or clerk of courts
- call centre work
- customer service work
- police work
- credit control work
- work in a financial environment such as a bank or insurance company.

Related jobs: Accounts Officer, Bank Worker, Contact Centre Worker, Administration Officer.

Vocational pathways: Services industries.

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Summary

Deckhands may take care of passengers and assist in the operation of vessels such as harbour ferries and charter boats, or cast and haul in nets, lines or pots, and process fish on inshore or deep-sea fishing vessels.

Pay:

Pay for deckhands depends on what type of vessel they work on and how experienced they are.

- Deckhands on vessels such as ferries and charter boats usually earn between minimum wage and \$41,600 a year. They may earn more with overtime and allowances.
- Fishing deckhands are paid a wage and/or a percentage of what each trip's catch is worth, called a catch share.
- Inshore fishing deckhands usually earn between \$35,000 and \$55,000 a year.
- Deep-sea fishing deckhands usually earn between \$45,000 and \$85,000.
- Highly qualified and experienced deep-sea fishing deckhands can earn \$90,000 or more.

Job opportunities: Chances of getting a job as a deckhand are average due to a reasonably high turnover of staff.

Length of training: No specific training requirements.

About the job

What you will do:

- assist with berthing, casting off and anchoring vessels
- assist with operating, maintaining and cleaning vessels and equipment such as nets and ropes
- cast and haul in fishing nets, lines and pots
- process and pack fish
- help passengers on and off vessels, and look after cargo or passengers' baggage
- prepare and serve food and drink
- provide information and commentary for passengers
- carry out emergency drills and procedures.

Skills and knowledge needed:

- knowledge of rope handling and the use of knots and lashings on a vessel
- skill mending nets and splicing wire and rope
- knowledge of how to maintain equipment and machinery
- knowledge of the journey, destination and tourist attractions to provide information to passengers
- knowledge of how to shoot (cast) and haul in nets, and fish processing skills such as gutting and filleting
- knowledge of safety at sea, first aid and emergency procedures, including firefighting and emergency navigation.

How to enter the job

There are no specific entry requirements to become a deckhand as skills are learned on the job. Maritime jobs can often be entered with no experience, and hours at sea may count towards gaining a qualified deck crew licence.

Fishing companies usually ask prospective employees to undergo medical, eyesight and colour vision and drug testing.

A good way of improving your chances of getting a job as a deckhand is to do a pre-employment course. Deckhands receive on-the-job training and can work towards further qualifications such as the Advanced Fishing Deckhand qualification. This qualification can improve chances of getting work on deep-sea fishing vessels.

Secondary education: There are no specific secondary education requirements to become a deckhand; however, NCEA Level 1 English and maths may be preferred by some employers.

Personal qualities needed:

- able to work well as part of a team
- disciplined, with good attention to detail
- alert, able to remain calm under pressure and in the event of an emergency.

Useful experience:

- manual labour
- experience as a hospitality crew member at sea
- customer service work, especially in tourism or related areas
- experience at sea, such as pleasure boating or volunteering for the coastguard.

Related jobs: Fishing Skipper, Ship's Officer, Ship's Master, Aquaculture Farmer.

Vocational pathways: Services industries.

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Delivery Driver

Summary

Delivery drivers distribute and may sell products to retail, food service, laundry service, commercial and home delivery customers.

Pay:

- Pay for delivery drivers varies depending on the size, location, customer base and success of the business they work for. They usually earn between minimum wage and \$25 an hour.
- Some delivery drivers are self-employed franchise holders and their earnings depend on how successful they are.

Job opportunities: Chances of getting a job as a delivery driver are good because turnover is high and the occupation is growing.

Length of training: No specific training requirements.

About the job

What you will do:

- plan their daily delivery route
- load and unload stock on trucks or vans
- deliver goods driving trucks or vans
- receive payments for deliveries and arrange and document accounts
- carry out stocktakes and order new supplies
- carry out marketing strategies and promotions
- hire, train and work with staff
- keep their trucks or vans up to required standards.

Skills and knowledge needed:

- driving skills
- knowledge of the products they sell
- awareness of relevant health and safety and transport regulations
- good customer service skills.

Kaitaraiwa Waka Whakarato

How to enter the job

To become a delivery driver you need a full, clean driver's licence.

You may also need:

- a Class 2, 3, 4 or 5 driver's licence, depending on the size of the vehicle you drive
- a transport service licence
- to pass a pre-employment drugs test
- a dangerous goods (D) endorsement, if you are carrying dangerous goods
- a forklift licence and experience with a crane fitted to a truck.

Secondary education: At least three years of secondary school education is preferred. Useful subjects include maths and English.

Personal qualities needed:

- organised
- good at planning
- reliable and responsible
- adaptable
- patient.

Useful experience:

- work with people
- sales work
- banking and cash-handling
- accountancy.

Related jobs: Sales Representative, Courier/Postie.

Vocational pathways: Services industries.

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Summary

Demonstrators show and explain goods and services to potential customers, and promote new lines of products and services.

Pay:

Pay for demonstrators varies.

- Demonstrators usually earn between minimum wage and \$24 an hour.
- Some experienced demonstrators may work up to 40 hours a week and can earn \$40,000 or more a year. Most demonstrators work on a casual or part-time basis.

Job opportunities: Chances of getting a job as a demonstrator are good because of a high turnover of workers.

Length of training: No specific training requirements.

About the job

What you will do:

- set up and display products at shops, supermarkets, trade fairs or in homes
- invite people to try out or taste the products
- explain the uses of the products and answer questions
- invite customers to purchase the products
- keep a record of sales.

Skills and knowledge needed:

- the products or services they are demonstrating
- display, sales, and demonstration techniques
- food safety and hygiene
- health and safety protocol in the venues where they are demonstrating.

How to enter the job

There are no specific requirements to become a demonstrator. However, three years of secondary education is useful.

Secondary education: Useful subjects include English, food and nutrition, and maths.

Personal qualities needed:

- good at presenting and answering questions
- confident about engaging with the public, and approaching people
- friendly and polite
- understanding and aware of other cultures
- patient, as they often have to deal with repetitive questions.

Useful experience:

- it's useful for demonstrators to have worked with the product they are demonstrating, or in the industry that produces it
- a background in sales and retail is also useful.

Related jobs: Sales Representative, Retail Sales Assistant, Make-up Artist, Market Research Analyst, Survey Interviewer, Telemarketer.

Vocational pathways: Services industries.

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Dental Assistant

Summary

Dental assistants help dentists with patient care and the running of dental practices.

Pay:

Pay for dental assistants varies depending on experience.

- New dental assistants earn from minimum wage to \$19 an hour.
- Dental assistants with two to three years' experience can earn up to \$22.
- Senior dental assistants with five years' experience or more, can earn up to \$24.
- Dental assistants earn an average of \$32,000 a year, as more than a third only work part time.

Job opportunities: Chances of getting a job as a full-time dental assistant are average, due to a high proportion of part-time workers.

Length of training: No specific training requirements.

About the job

What you will do:

- greet and prepare patients for treatment
- mix materials for fillings
- clean and prepare instruments
- pass instruments and materials to the dentist as required
- develop x-rays
- make moulds of patients' teeth
- complete infection prevention and control processes and procedures
- perform reception and clerical duties, such as ordering dental and office supplies.

Skills and knowledge needed:

- basic dentistry and hygiene
- dental practises to be able to anticipate the needs of the dentist
- dental materials and vocabulary
- how to use and care for dental equipment, including sterilisation procedures
- dental surgery procedures, including the use of sedatives and anaesthetics.

Kaiāwhina Mahi Niho

How to enter the job

There are no specific entry requirements to become a dental assistant, as you gain skills on the job.

Many employers prefer you to have completed the New Zealand Dental Association Certificate in Dental Assisting, or may take you on and train you under the condition that you complete the certificate.

Dental assistants may progress to become orthodontic auxiliaries, and assist orthodontists with patient care.

To become an orthodontic auxiliary you need to complete approved training and meet other requirements set out by the Dental Council of New Zealand.

An Annual Practising Certificate and registration with the Dental Council of New Zealand is also required.

Secondary education: There are no specific secondary educational requirements, although three years of secondary education is preferred. Useful subjects include health, science and English.

Personal qualities needed:

- friendly, polite and caring
- good at listening to others
- quick and efficient
- able to work well under pressure
- able to remain calm in emergencies
- skilled at organising and able to follow instructions
- good with people and able to communicate effectively
- able to perform basic computer tasks.

Useful experience:

- hospital work
- reception work
- any other work involving contact with people.

Related jobs: Dental Therapist, Dental Hygienist.

Vocational pathways: Social and community services.

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Summary

Dental hygienists treat gum diseases, and educate people about care of their teeth and gums to help them prevent oral disease and maintain good oral health and general health.

Pay:

Pay for dental hygienists varies depending on experience, location, and whether they work full time or part time. Most work on contract to one or more dentists, and are paid an hourly rate.

- New dental hygienists earn about \$35 an hour.
- Those with two to three years' experience can earn up to \$45.
- Senior dental hygienists with more than five years' experience, or who supervise others, may earn up to \$60.
- Dental hygienists in Auckland tend to earn more than those in other parts of New Zealand.

Job opportunities: Chances of getting a job as a dental hygienist are good due to growing demand for their services.

Length of training: 3 years of training required.

About the job

What you will do:

- record the medical history of patients
- examine the patient's mouth, teeth, gums and jaw
- take and develop x-rays (if registered to do so)
- test saliva for signs of tooth decay
- recognise and treat periodontal disease (gum disease)
- educate patients on how to improve and maintain their oral health
- make mouthguards for sport, and stents (small plastic trays) for home bleaching
- whiten teeth
- maintain orthodontic appliances for patients
- teach and/or carry out research
- refer patients to dentists or specialists.

Skills and knowledge needed:

- oral health assessment
- the structure and function of the teeth, jaw and mouth
- the processes and stages of gum disease and oral health problems
- how to treat gum disease and oral health problems
- a range of oral health care procedures
- when to refer a patient to a dentist or a periodontist.

How to enter the job

To become a dental hygienist you need one of the following:

- Bachelor of Oral Health from Otago University
- Bachelor of Health Science in Oral Health from Auckland University of Technology.

You also need to be registered with the Dental Council of New Zealand, and hold an annual practising certificate.

Secondary education: To enter tertiary training you need to have NCEA Level 3. Useful subjects include biology, English and physical education.

Personal qualities needed:

- encouraging and willing to listen
- caring and sensitive to patients who are in pain or distress
- aware of the needs of people from other cultures and backgrounds
- able to explain complex information to patients
- skilled at organising, making decisions, and solving problems.

Useful experience:

- dental receptionist work
- dental assistant work.

Related jobs: Dental Assistant, Dental Technician, Dental Therapist, Dentist.

Vocational pathways: Social and community services.

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Dental Technician

Summary

Dental technicians create and repair devices for the treatment, replacement and protection of damaged, badly positioned or missing teeth.

Pay:

Pay for dental technicians varies depending on experience, and whether you work in the public or private sector.

- New dental technicians earn between minimum wage and \$36,000 a year.
- After two years you can expect to earn between \$36,000 and \$42,000.
- With four or more years' experience, you can earn between \$42,000 and \$65,000.

Job opportunities: Chances of getting a job as a dental technician are good due to a shortage of workers.

Length of training: 3 years of training required.

About the job

What you will do:

- crowns (covers for broken or damaged teeth)
- dentures
- removable orthodontic appliances (plates with wires to straighten teeth)
- mouthguards
- splints for broken or cracked jawbones
- anti-snoring devices
- teeth-whitening trays.

Skills and knowledge needed:

- the structure and functions of the teeth, jaw and mouth
- different dental equipment, methods and materials
- modelling, shaping and sculpting
- chemistry and general science.

Kaihanganarau Niho

How to enter the job

To become a dental technician you need to complete a Bachelor of Dental Technology from the University of Otago.

You also need to be registered with the Dental Council of New Zealand, and hold an annual practising certificate.

Secondary education: To enter tertiary training you need to have NCEA Level 3. Useful subjects include chemistry, biology, physics and maths.

Personal qualities needed:

- accurate, with an eye for detail
- patient
- practical
- good at planning and problem solving
- creative.

Useful experience:

- work in the dental services industry, such as dental assisting
- any work requiring fine hand-eye co-ordination, such as making precision models or jewellery.

Related jobs: Dental Therapist, Dental Hygienist, Dentist.

Vocational pathways: Social and community services.

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Summary

Dental therapists provide children and adolescents with routine dental care. They may refer clients to dentists for more specialised dental treatment.

Pay:

Pay for dental therapists employed by district health boards varies depending on experience.

- New graduates usually earn between \$41,000 and \$46,000 a year.
- Dental therapists with two to four years' experience usually earn between \$47,000 and \$62,000.
- Those with more than five years' experience, and extra responsibilities, usually earn between \$58,000 and \$95,000.
- Pay for dental therapists in private practice varies depending on experience, and where they work. They usually work on contract, and may earn between \$30 and \$60 an hour.

Job opportunities: Chances of getting a job as a dental therapist are good due to few people entering training, and an ageing workforce.

Length of training: 3 years of training required.

About the job

What you will do:

- examine the oral condition of the mouth and teeth, and prepare a treatment plan
- restore teeth and do routine dental treatment and prevention work, such as applying prevention coating to teeth
- extract first teeth with a local anaesthetic
- advise patients on how to keep teeth and gums clean and prevent oral diseases
- promote oral health and hygiene in the community
- keep records of treatment
- refer people who require specialist dental treatment to a dentist or dental specialist and discuss their treatment with them
- take x-rays of mouths.

Skills and knowledge needed:

- how to assess and diagnose dental problems
- the structure and functions of the teeth, jaw and mouth
- injuries and diseases of the mouth
- human health and development
- oral health care methods
- hygiene and sterilisation procedures.

How to enter the job

To become a dental therapist you need one of the following:

- Bachelor of Oral Health from the University of Otago
- Bachelor of Health Science in Oral Health from Auckland University of Technology.

You also need to be registered with the Dental Council of New Zealand.

Secondary education: A tertiary entrance qualification is required to enter dental therapy training. A minimum of NCEA Level 2 or 3 in biology and English is required, depending on which university you apply to.

Other useful subjects include chemistry and physical education.

Personal qualities needed:

- patient and calm
- friendly and confident
- able to work well in a team
- good at problem solving and decision making
- good at communicating
- good at working with children.

Useful experience: Experience as a dental assistant or dental technician is useful for dental therapists.

Related jobs: Dental Assistant, Dental Technician, Dental Hygienist, Dentist.

Vocational pathways: Social and community services.

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Dentist

Summary

Dentists study and treat diseases, injuries and problems of the mouth, teeth, gums and jaw. They also educate patients on how to avoid oral health problems.

Pay:

Pay for dentists varies depending on their experience, location and size of their practice.

- Dentists with one to two years' experience usually earn between \$65,000 and \$80,000 a year.
- Those with three to five years' experience usually earn between \$80,000 and \$120,000.
- Dentists with more than five years' experience usually earn up to \$150,000.
- Qualified dental specialists working for a district health board usually earn between \$150,000 and \$212,000.

Job opportunities: Newly-qualified dentists may find it takes time to get full-time work, but there is strong demand for experienced dentists.

Length of training: 5 years of training required.

About the job

What you will do:

- examine patients' mouth, teeth, gums and jaw
- diagnose and treat diseased teeth and gums
- replace missing teeth with implants, bridges, or partial or full dentures
- improve the appearance of teeth with veneers, crowns, bleaching or braces
- advise patients on how to keep their teeth clean and prevent diseases
- refer patients to other dental specialists and health professionals
- do dental research.

Skills and knowledge needed:

- how to assess and diagnose dental problems
- the structure and functions of the teeth, jaw and mouth
- the structure and functions of the body, and general injuries and diseases of the body, especially the head and neck
- injuries and diseases of the mouth
- dental and oral health care methods, materials and medicines
- hygiene and sterilisation procedures, and first aid.

Ngaio Niho

How to enter the job

To become a dentist you need to:

- complete the Health Sciences First Year programme at Otago University
- complete a four-year Bachelor of Dental Surgery degree at Otago University.

The University of Otago is the only university in New Zealand that offers the Bachelor of Dental Surgery.

You also need to be registered with the Dental Council of New Zealand.

Secondary education: To enter tertiary training you need to have NCEA Level 3. Useful subjects include maths with calculus and/or statistics, chemistry, physics, biology and English.

Personal qualities needed:

- able to relate to a wide range of people
- accurate, with an eye for detail
- able to work well under pressure
- good at problem solving and decision making.

Useful experience: Useful experience for dentists includes work with people, particularly in the health industry.

Related jobs: Surgeon, Dental Technician, Dental Therapist, Dental Hygienist, General Practitioner.

Vocational pathways: Social and community services.

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Summary

Diagnostic radiologists diagnose diseases of the human body using x-rays, ultrasound, magnetic resonance imaging (MRI), computed tomography (CT), nuclear medicine, and the injection and tracking of radioactive solution in the body.

Pay:

Pay varies for diagnostic radiologists and for registrars (those in training), depending on seniority, hours, location and frequency of on-call or emergency cover.

- Registrars working for a district health board (DHB) usually earn between \$70,000 and \$175,000 a year.
- Qualified diagnostic radiologists working for a DHB usually earn between \$151,000 and \$212,000.
- Diagnostic radiologists working in the private sector earn more than this. Those at the top level may earn up to \$600,000.

Job opportunities: Chances of getting a job as a diagnostic radiologist are good due to a shortage of workers.

Length of training: 13 years of training required.

About the job

What you will do:

- advise doctors on the best radiographic examination to perform on a patient
- explain examination procedures to patients and discuss the results with them
- supervise medical radiation technologists when they perform radiographic examinations
- interpret images from radiographic examinations
- perform biopsies (taking tissue for diagnosis) from areas such as breasts, liver and kidneys
- teach medical students and trainee radiologists
- carry out research.

Skills and knowledge needed:

- anatomy and how the human body works
- different diseases and illnesses
- medicines and treatments, and the effect these have on patients
- how to do minor surgical procedures, such as putting in stitches
- radiographic theory and methods, and the safe handling of unsealed radioactive sources
- research, treatments and practices
- medical ethics and law.

How to enter the job

To become a diagnostic radiologist you need to:

- complete the Health Sciences First Year programme at Otago University, or the first year of either the Bachelor of Health Sciences or Bachelor of Science in Biomedical Science at Auckland University
- complete a five-year Bachelor of Medicine and Bachelor of Surgery (MBChB) degree at Otago or Auckland
- work for two years as a house officer (supervised junior doctor) in a hospital
- complete another five years of specialist training and examinations to become a Fellow of the Royal Australian and New Zealand College of Radiologists.

You also need to be registered with the Medical Council of New Zealand.

Secondary education: To enter tertiary training you need to have NCEA Level 3. Useful subjects include maths with calculus and/or statistics, chemistry, physics, biology and English.

Personal qualities needed:

- accurate and careful, with an eye for detail
- motivated and disciplined
- able to work well under pressure
- able to make good decisions, and solve problems
- excellent at analysis and interpretation
- good at communicating and inspiring confidence in others
- good at report writing
- understanding of other cultures' attitudes to medical procedures.

Useful experience:

- work as a medical radiation technologist
- work in hospitals or other health-related work, such as nursing
- work caring for people.

Related jobs: Physician, Surgeon, General Practitioner, Gynaecologist/Obstetrician, Radiation Oncologist.

Vocational pathways: Social and community services.

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Dietitian

Summary

Dietitians advise patients, communities and groups about their dietary requirements for maintaining good health, managing food services and food and nutrition issues.

Pay:

Pay for dietitians varies depending on experience and where they work. Those working for a district health board (DHB):

- start on about \$46,000 a year.
- with four years' experience earn about \$63,000.
- as a senior dietitian can earn up to about \$95,000.

Dietitians working in private practice can earn up to \$100,000, depending on the number of clients they have.

Job opportunities: Chances of getting a job as a dietitian are poor due to graduate numbers exceeding the number of new jobs becoming available.

Length of training: More than 4 years of training required.

About the job

What you will do:

- counsel clients/patients about their lifestyle and eating habits
- plan special diets or provide specialised nutrition support for clients/patients
- do research and present this at seminars
- lecture at universities/polytechnics on the topics of diet and nutrition
- provide nutritional information to food industry organisations
- provide nutritional information to sports and fitness centres and elite athletes (professional and amateur)
- market specialist nutritional products.

Skills and knowledge needed:

- food and its nutrients, including the nutrients needed for human health
- how food is digested and absorbed
- science, including physiology, biochemistry and nutrition
- how patients may respond to advice and treatment
- health and nutrition research techniques
- food preparation techniques
- different cultures, and an understanding of their beliefs and protocols relating to food
- public health systems.

Pukenga Whakaita Kai (Nga Tohunga Matai Kai)

How to enter the job

To become a dietitian you need to:

- complete a Bachelor of Science in Human Nutrition or in Food Science and Nutrition
- complete a two-year masters' degree in dietetics or in nutrition and dietetics.

You also need to be registered with the New Zealand Dietitians Board.

Secondary education: To enter tertiary training you need to have NCEA Level 3. Useful subjects include biology, chemistry, maths and English.

Personal qualities needed:

- outgoing and motivated
- able to inspire confidence in others
- patient
- able to relate to a wide variety of people
- interested in science and food
- skilled in business and management
- good at communicating
- competent at planning, time management and organisation.

Useful experience:

- work in a hospital kitchen or restaurant
- food preparation work
- teaching or staff management experience
- working with people of different ages and cultural backgrounds.

Related jobs: Registered Nurse, Chef, Food Technologist, Naturopath.

Vocational pathways: Services industries, Social and community services.

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Director (Film Television Radio Stage)

Summary

Directors oversee the artistic and production aspects of film, television, radio and stage creations.

Pay:

- Many directors are self-employed, so pay varies widely. For example, some directors may work on their own short productions and earn little or nothing, while others may do regular freelance work based on a recommended minimum rate of \$2,000 a week.
- Directors who are permanent employees usually earn between \$50,000 and \$100,000 a year. Top commercial directors can earn up to \$250,000 a year.

Job opportunities: Chances of getting a job as a director are poor because the film, television, radio and stage industry in New Zealand is small, and few paid, full-time jobs are available.

Length of training: Less than 3 years of training usually required.

About the job

What you will do:

- create, plan and write scripts for productions and determine theme and setting
- instruct actors, presenters, performers, narrators and on-camera talent on how a scene or role is performed
- work with specialist designers to assess technical requirements of productions
- collaborate with make-up, hair and wardrobe
- direct or collaborate on the positioning of scenery, props, and lighting and sound equipment
- direct or collaborate on film, shutter angles, filter factors, camera distance, depth of field and focus, angles of view and other variables to achieve desired mood and effect
- view film and video tape and listen to audio to evaluate and select scene
- be involved in final editing in collaboration with the editor
- oversee the colour grading, sound design, music composition and post production audio recording and mixing of productions.

Skills and knowledge needed:

- knowledge of how to best use pictures and sound to present a story or information
- understanding of how to structure a live or prerecorded programme
- understanding of the technical aspects of production
- knowledge of photography, music and story telling
- creative and artistic ability to analyse scripts, books, plays and other writing.

Kaihautū (Kiriata/Pouaka Whakaata/Irirangi/Whakaari)

How to enter the job

There are no specific entry requirements to become a director. However, many employers prefer you to have completed a relevant tertiary course such as a Diploma in Stage and Screen Arts from Whitireia New Zealand.

Experience in the industry and proven ability are also valuable.

Secondary education: There are no specific secondary education requirements for this job, but useful subjects include English, te reo Māori, history, media studies, music and drama.

Personal qualities needed:

- skilled researchers and storytellers
- good communicators, with the ability to manage and motivate teams
- good decision-makers
- creative and imaginative
- disciplined and organised
- able to work well under pressure.

Useful experience:

- journalism or research work
- management work
- camera operation
- editing or production
- design
- photography
- acting.

Experience in creative writing, dance or drama can also be useful.

Related jobs: Artistic Director, Film and Video Editor, Film/Television Camera Operator, Media Producer, Production Assistant (Film Television Radio Stage).

Vocational pathways: Creative industries.

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Dispensing Optician

Summary

Dispensing opticians interpret prescriptions from optometrists and ophthalmologists (eye specialists) for glasses or contact lenses, sell customers suitable frames and lens systems, and fit and assemble glasses.

Pay:

Pay for dispensing opticians varies depending on experience.

- Trainee dispensing opticians usually earn between about \$33,000 and \$46,000 a year. Some may earn up to \$60,000.
- Qualified dispensing opticians usually earn between about \$41,000 and \$85,000.
- Self-employed dispensing opticians may earn more than this.

Job opportunities: Chances of getting a job as a dispensing optician are good, and particularly strong in smaller cities and rural areas.

Length of training: 2-3 years of training usually required.

About the job

What you will do:

- recommend and sell suitable frames, lenses, sunglasses and eye care products
- fit and repair glasses
- arrange for lenses to be made to suit clients' prescriptions
- glaze glasses (shape and fit lenses to frames).

Some dispensing opticians run their own businesses.

Skills and knowledge needed:

- up-to-date knowledge about frames and lenses and how they can be combined to suit each client's needs
- knowledge of fashion trends in frames and what frames suit each face shape
- knowledge of optical products such as solutions for contact lenses, glasses, lenses, frames and sunglasses
- knowledge of the eye.

Those running their own business need business management skills.

Ngaio Mōhiti

How to enter the job

To become a dispensing optician you need to:

- get a job working in an optometrists or dispensing opticians
- complete the Certificate in Optical Dispensing, available by distance learning from the Open Training and Education Network in Australia (OTEN).
- register with the Optometrists and Dispensing Opticians Board.

Secondary education: Level 2 NCEA in English, physics, maths, and biology are useful subjects.

Personal qualities needed:

- friendly and helpful
- polite and observant
- positive, supportive and able to inspire confidence in others
- practical and organised
- good at sales and customer service.

Useful experience:

- work as an optometrist's or pharmacist's assistant
- experience in an optical laboratory
- customer service work.

Related jobs: Optometrist.

Vocational pathways: Social and community services.

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Summary

Divers work underwater and do a variety of tasks such as construction work, retrieving property from wrecked ships, commercial seafood gathering, photography, police work and dive instructing. They may work close to shore, out at sea or in lakes and rivers.

Pay:

Pay for divers varies depending on skills, experience and the type of diving they do.

- Newly qualified divers can expect to earn between \$29,000 and \$40,000 a year.
- Those with five years' experience or more usually earn between \$40,000 and \$60,000 a year.
- Highly experienced divers with specialist skills can earn up to \$80,000 a year.
- Commercial divers usually work on short-term projects and are paid a daily rate, which can range from \$130 to \$1,000 or more. Some commercial divers are employed full time and paid a fixed salary.

Job opportunities: Chances of getting work as a diver are poor, as it is a small occupation and jobs do not often become available.

Length of training: No specific training requirements.

About the job

What you will do:

- inspect, build and repair structures underwater
- search underwater areas for objects, structures or criminal evidence and conduct rescues
- clean and inspect boats, marine farm structures and diving equipment
- guide certified divers on underwater tours and instruct dive students
- complete any necessary paperwork.

Skills and knowledge needed:

- knowledge of diving techniques and excellent diving skills
- knowledge of diving equipment and the ability to repair it
- an understanding of relevant health and safety regulations and knowledge of underwater hazards
- knowledge of first aid and the ability to deal with emergencies.

Specialised divers may also need to have knowledge of:

- underwater inspection and survey techniques
- search and rescue procedures
- construction methods and materials
- underwater photography
- the behaviour of marine life.

How to enter the job

To work as a diver you must:

- be at least 18 years old
- have a current medical clearance from the Diving Hyperbaric Medicine Service
- have a Certificate of Competence, issued by the Occupational Safety and Health Service of the Ministry of Business, Innovation and Employment. This must be renewed every five years.

Most commercial divers also complete more advanced or specialised dive tickets, up to the level of dive master.

Police, navy and customs divers must first enlist with their respective forces.

Divers may also need licences for operating heavy machinery, vehicles or boats.

Underwater construction divers need additional training.

To work as a commercial diver in underwater construction you must obtain an Australian Diver Accreditation Scheme (ADAS) qualification in Construction Diving at the appropriate level.

Secondary education: There are no specific secondary educational requirements, but physical education, maths, physics and workshop technology are useful.

Personal qualities needed:

- able to remain calm in emergencies and work well under pressure
- confident and adaptable
- alert and safety-conscious
- methodical and careful
- good communicators.

Useful experience:

- recreational diving
- dive industry retail work
- building industry work
- engineering, fitting and welding work
- scientific work such as marine biology or oceanography
- work on boats or in the boating industry
- teaching.

Related jobs: Aquaculture Farmer, Marine Biologist.

Vocational pathways: Construction and infrastructure, Services industries.

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Diversional Therapist

Summary

Diversional therapists work with people of all ages and abilities to plan and facilitate leisure programmes that enhance the emotional, social and physical wellbeing of the individuals.

Pay:

Pay for diversional therapists varies depending on their experience and employer.

- Diversional therapists with relevant experience such as community work, but no specific qualifications, usually earn about minimum wage an hour. Those with limited experience may earn less.
- Diversional therapists with a National Certificate in Diversional Therapy (Level 4) usually earn about \$18 an hour.

Job opportunities: The chances of getting a job as a diversional therapist are good due to New Zealand's ageing population.

Length of training: No specific training requirements.

About the job

What you will do:

- plan and prepare recreational events and activities
- encourage participation and enjoyment in these events and activities
- advise participants on how to do the activities
- assess and document participants progress
- supervise events and activities
- discuss participants' progress with medical and other professionals, and families.

Skills and knowledge needed:

- planning and organisational ability
- communication skills
- leadership skills and the ability to motivate people
- knowledge of art and craft techniques, and sporting and cultural activities
- knowledge of safety issues and first aid
- creative ability.

Kaihaumanu Rehia

How to enter the job

There are no specific entry requirements to become a diversional therapist. However, to become a registered diversional therapist you need to complete a National Certificate in Diversional Therapy (Level 4).

Secondary education: There are no specific secondary education requirements.

Personal qualities needed:

- patient
- enthusiastic
- respectful
- practical.

Useful experience:

- work with the elderly
- work with people with disabilities
- work with children.

Related jobs: Counsellor, Minister of Religion, Community Worker, Youth Worker, Social Worker, Occupational Therapist.

Vocational pathways: Services industries, Social and community services.

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Summary

Dog trainers train dogs and diagnose and treat their behaviour problems.

Pay:

- Dog trainers are usually self-employed so their income depends on the success of their business. Starting out, they are likely to charge a lower rate and have fewer clients.
- Typically, dog trainers earn between \$31,000 and \$45,000 a year. Some established trainers may earn more than this.

Job opportunities: Chances of getting full-time work as a dog trainer are poor for new trainers and average for experienced trainers.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- work with clients to fix dogs' behaviour problems
- run a dog day care centre
- hold classes for people and their dogs, including dog obedience classes
- talk to the general public, media, and schools about dog training
- work with organisations such as animal protection bodies and the courts.

Skills and knowledge needed:

- knowledge of animal psychology and behaviour
- the ability to observe, assess and treat dogs' behaviour problems
- the ability to train and care for dogs
- knowledge of animal biology.

Because most dog trainers run their own businesses, they also need business, management and marketing skills.

How to enter the job

There are no specific requirements to become a dog trainer. However, a qualification in animal care, animal behaviour, zoology or psychology is useful, in addition to experience working with animals and people.

Secondary education: Useful subjects include science subjects, maths and English.

Personal qualities needed:

- confident and assertive
- excellent at communicating
- patient and adaptable
- dedicated and motivated.

Useful experience:

- dog and animal training
- work in veterinary clinics, or dog day care centres
- work at boarding kennels and catteries.

Related jobs: Animal Care Attendant, Veterinary Nurse, Zoologist, Zookeeper, Veterinarian.

Vocational pathways: Primary industries, Services industries.

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Driller

Summary

Drillers assemble, position, and operate drilling rigs and related equipment to extract ores, liquids, and gases from the earth.

Pay:

Pay for drillers varies depending on experience, seniority and the industry they work in.

- Drillers usually start on between \$50,000 and \$70,000 a year.
- Experienced drillers can earn between \$70,000 and \$100,000
- Drillers working in the oil and gas industry earn between \$70,000 and \$150,000
- Senior drillers, supervisors and self-employed drillers can earn more than those on salaries.

Job opportunities: Chances of getting a job as a driller are average due to a downturn in mining, and oil and gas exploration.

Length of training: No specific training requirements.

About the job

What you will do:

- dismantle, move, and reassemble drilling rigs and accessory machinery
- oversee assembly of the drilling tools
- operate drilling and hoisting equipment
- operate pumps to expel air, water, and mud from holes being drilled
- take samples of soil, ore, liquids, and gases
- maintain, repair, lubricate and clean machinery
- keep written records of drill depths
- ensure the plant and its equipment are operating safely.

Skills and knowledge needed:

- knowledge of well pressure systems, drilling fluids, and their characteristics
- understanding of drilling methods and terms
- mechanical skills
- skill using and caring for equipment
- knowledge of emergency procedures and worksite safety rules.

Kaipoka

How to enter the job

There are no specific entry requirements to become a driller. However, you need to be at least 16 years old to operate drilling equipment and at least 18 years old to work on an oil and gas drilling site.

Some drilling roles require you to have a driver's licence.

Some employers prefer to hire people who have, or are willing to undertake, a New Zealand Certificate in Drilling through MITO.

Pre-employment courses are also available.

Secondary education: Secondary education to at least NCEA Level 1 is recommended.

Personal qualities needed:

- safety-conscious, with good knowledge of correct lifting techniques
- hard-working
- able to concentrate for long periods
- adaptable
- observant, with an eye for detail
- able to follow instructions
- comfortable working at heights.

Useful experience:

- labouring or other manual work
- mechanical work
- driving heavy vehicles
- operating machinery.

Related jobs: Mining Engineer, Miner/Quarry Worker, Diver, Plumber, Gasfitter and Drainlayer, Engineering Machinist, Welder.

Vocational pathways: Construction and infrastructure.

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Summary

Driving instructors teach people how to drive, and instruct experienced drivers looking to advance their driving skills and road safety knowledge.

Pay:

Pay for driving instructors varies depending on the number of clients they have, and the type of driver training they provide. For example, you can earn more by teaching defensive driving courses, corporate drivers, or heavy vehicle drivers.

Driving instructors usually charge between \$50 and \$70 an hour, and may do 15 to 30 one-hour lessons a week. They usually earn between \$40,000 and \$70,000 a year.

However, from this they must pay:

- an approved driving instructor course fee (about \$4,000)
- contracting fees, if they contract to a driving school (10-20% of their lesson fees)
- car-related costs such as fuel, maintenance and insurance
- car-leasing fees
- other business costs such as advertising, accounting and public liability insurance.

Some driving instructors are employed in-house by organisations with large vehicle fleets to do corporate driver training. These driving instructors usually receive a wage or salary.

Job opportunities: Opportunities for driving instructors are average as it's a small occupation.

Length of training: No specific training requirements.

About the job

What you will do:

- explain the basic mechanical workings of vehicles to clients
- demonstrate and explain how to drive a vehicle
- coach clients while they are driving
- assess employee driving skills for employers
- teach clients the road rules and about road safety
- teach defensive driving courses
- teach advanced defensive driving courses.

Driving instructors who are also qualified testing officers conduct practical driving tests.

Skills and knowledge needed:

- advanced driving skills
- a thorough knowledge of the Road Code,
- awareness of defensive-driving techniques and transport regulations.

Those running their own business need small business skills.

How to enter the job

To become a driving instructor you need to:

- pass a full driver's licence test if you have not sat one within the last five years
- have held a full driver's licence for at least two years for each type of vehicle you want to teach (including cars)
- pass an approved driving instructor's course
- pass a fit and proper person test (police check)
- hold an I (instructor) endorsement on your driver's licence.

Self-employed driving instructors, including those contracted to driving schools, must have their own vehicle, and full insurance.

Secondary education: A minimum of NCEA Level 2 maths and English is recommended.

Personal qualities needed:

- friendly and patient, with excellent communication skills
- able to react quickly and remain calm in an emergency
- punctual, mature and responsible
- able to inspire confidence in learner drivers.

Useful experience:

- driving work
- teaching work.

Related jobs: Trainer, Taxi Driver/Chauffeur, Primary School Teacher.

Vocational pathways: Services industries.

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Early Childhood Teacher

Summary

Early childhood teachers educate and care for young children in early childhood education services such as kindergartens, kōhanga reo or education and care centres. Kōhanga reo kaiako also help children learn te reo Māori and tikanga Māori (culture and customs).

Pay:

Pay for early childhood teachers varies depending on where they work, their qualifications and their experience.

- With a Diploma in Early Childhood Teaching, you start on about \$34,000 and can reach about \$54,000 a year.
- With a three-year Bachelor of Teaching, you start on about \$44,000 and can reach a maximum of about \$65,000.
- With a four-year degree, you start on about \$45,000, and can reach a maximum of about \$69,000.
- Head teachers can earn about \$78,000 or more.
- The Kōhanga Reo National Trust requests you contact it directly for information about pay for qualified kōhanga reo kaiako.

Job opportunities: Chances of getting a job as an early childhood teacher are average for new graduates, but good for those with Māori or Pasifika language skills.

Length of training: 3–4 years of training required.

About the job

What you will do:

- educate and care for babies and children
- plan daily programmes, learning experiences and routines for children
- make or adapt learning resources, implement Te Whāriki and assess and record children's learning and development
- discuss children's progress with their parents or caregivers, whānau and other education professionals
- prepare budgets, order supplies and help manage the centre.

Kōhanga reo kaiako must ensure the education and care they provide benefits children's te reo and tikanga Māori development.

Skills and knowledge needed:

- different teaching strategies and learning styles, and good teaching skills
- Te Whāriki, the early childhood curriculum
- child learning and development, and early literacy and numeracy.

Kōhanga reo kaiako also need to be competent in te reo Māori and knowledgeable about tikanga Māori.

Kaiako Kōhungahunga

How to enter the job

To become a qualified early childhood teacher you need one of the following:

- Bachelor of Teaching (Early Childhood Education)
- Graduate Diploma of Teaching (Early Childhood Education)
- Diploma of Teaching (Early Childhood Education).

You also need to be registered with the Education Council and have a current practising certificate, renewable every three years.

To become a qualified kōhanga reo kaiako, you need a Tino Rangatiratanga Whakapakari Tohu (kōhanga reo teaching qualification).

To get into the Tino Rangatiratanga Whakapakari Tohu course, you must be employed by a kōhanga reo as it is a field-based programme. The kōhanga will then support your application. You will also need the National Diploma in Reo Māori (Level 5), or equivalent.

The Ministry of Education offers a number of scholarships for people to train as early childhood teachers.

The Vulnerable Children Act 2014 means that if you have certain serious convictions you can't be employed in a role where you are responsible for, or work alone with, children.

Secondary education: A tertiary entrance qualification is needed to enter university and teacher training. However, some diploma programmes have slightly lower entry requirements.

Personal qualities needed:

- good at communicating and relating to children and adults from a range of cultures
- good at planning and organising
- skilled at problem solving and able to make quick decisions
- understanding and patient
- firm but fair
- creative, imaginative and resourceful
- committed to the kōhanga reo kaupapa (Māori language nest concept) if working in a kōhanga reo.

Useful experience:

- babysitting or childcare work
- work as a nanny
- school holiday programme work
- work with children through groups such as brownies and scouts
- work with people with disabilities.

Related jobs: Primary School Teacher, Nanny/Child Carer, Secondary School Teacher, Teacher Aide, Kaiwhakaako Māori.

Vocational pathways: Social and community services.

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Summary

Earthmoving machine operators use digging machines (such as bulldozers, graders or hydraulic excavators) to remove, shape or level earth, rock and rubble.

Pay:

Pay for earthmoving machine operators depends on their location and experience. Their income is likely to vary during the year, as they often work longer hours in summer, and shorter hours in winter, or when it is too wet to work.

- New earthmoving machine operators usually start on about \$17 an hour, and can earn up to \$20 an hour with experience.
- Those with more experience usually start on about \$20 to \$25 an hour and may earn up to \$32 an hour.
- Very experienced earthmoving machine operators or those with specialist skills may earn more.
- Pay for earthmoving machine operators who run their own businesses varies depending on the success and size of their business.

Job opportunities: Chances of getting work as an earthmoving machine operator are good because many large roading and construction projects are underway.

Length of training: No specific training requirements.

About the job

What you will do:

- operate large earthmoving vehicles such as bulldozers, graders or excavators
- use GPS and computers, as well as plans and diagrams, to help plan and carry out their work
- excavate earth and other materials and load it onto trucks
- check and maintain their machines
- talk to site managers or clients
- meet health and safety regulations, including writing accident and near miss reports.

Skills and knowledge needed:

- skill in operating and maintaining heavy machinery
- knowledge of different types of digging attachments
- knowledge of safe work practices, and health and safety regulations
- the ability to read GPS, plans, diagrams and drawings.

Self-employed earthmoving machine operators also need business skills.

How to enter the job

To become an earthmoving machine operator you need:

- a minimum of a full car driver's licence, but employers usually prefer a Class 2 licence and tracks, wheels and/or rollers endorsements
- to pass pre-employment medical and drug tests, and a police check.

Employers may support you to get the licences and endorsements you need to drive specific large earthmoving vehicles. These are:

- heavy vehicle licences (Classes 2 to 5), depending on the vehicle
- T, W, R (tracks, wheels, rollers) endorsements.

If you are working as an earthmoving machine operator, you can gain the following qualifications through a training programme and/or by having your existing experience assessed:

- New Zealand or National Certificates in Infrastructure Works (Levels 2 and 3)
- New Zealand or National Certificates in Civil or Infrastructure Works (Level 4 or 5) – if you have a leadership or supervising role.

You can also apply for Civil Trade Certification if you have either:

- an approved Level 4 qualification and 8,000 hours (around four years) of practical experience
- at least five years' experience in the industry and documentation, such as a logbook, to prove you have a high skill level.

Secondary education: Level 2 NCEA in English and maths is preferred.

Personal qualities needed:

- alert
- responsible and safety-conscious
- able to follow instructions
- team players, with good communication skills.

Useful experience:

- driving heavy vehicles, particularly off-road
- any work in building construction, roading, forestry, or mining
- engineering or mechanical work
- operating heavy machinery.

Related jobs: Crane Operator, Forklift Operator, Roothing Construction Worker, Heavy Truck Driver.

Vocational pathways: Construction and infrastructure.

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Economist

Summary

Economists study how financial, labour and trade markets are organised and how they interact.

Pay:

Pay for economists varies depending on experience and where they work.

- Economists with less than two years' experience usually earn between \$40,000 and \$65,000 a year.
- Economists with three to five years' experience usually earn between \$65,000 and \$85,000.
- Senior economists and financial analysts with over six years' experience may earn \$100,000 or more.
- Economists in the private sector usually earn more than those in the public sector, and often earn bonuses and other benefits in addition to their salary.
- Self-employed economists have variable income, depending on the amount of work they get.

Job opportunities: Job opportunities for economists are poor as it is a small occupation experiencing no growth.

Length of training: 3-5 years of training usually required.

About the job

What you will do:

- collect, study and analyse information on the economy or a specific part of the economy
- make predictions on the economy or parts of the economy based on their research
- develop economic policies and plans
- use computer software to predict economic behaviour
- study and explain economic events
- advise the Government and businesses
- write reports and give presentations.

Skills and knowledge needed:

- economic methods and theories
- economic ideas and trends
- project management
- maths, including statistics, for using methodologies to think about the world and specific issues.

Ngaio Ōhanga

How to enter the job

To become an economist you usually need to have a degree with an economics component such as statistics, economic history, finance, business or accounting.

A postgraduate degree in economics is preferred.

Many skills are gained on the job. External training courses may be provided in:

- project management
- communications
- report writing
- public speaking
- econometrics (the study of economic theory and statistics together)
- job-specific computer courses.

Secondary education: A tertiary entrance qualification is required to enter further training. NCEA Level 3 English, maths with calculus or statistics, and economics are useful.

Personal qualities needed:

- accurate
- organised
- able to work well under pressure
- able to keep information private
- good at analysing and interpreting figures
- excellent at communicating
- able to present information.

Useful experience:

- accountant
- journalist
- actuary.

Work in the public sector or in management is also useful, as is any public speaking experience.

Related jobs: Accountant, Finance Manager, Business Analyst, Managing Director/Chief Executive, Market Research Analyst.

Vocational pathways: Services industries.

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Summary

Editors plan, commission, evaluate, select, edit and organise material for publication in books, magazines, newspapers, videos or online, and oversee its production. They may also manage editorial staff.

Pay:

Pay for editors varies depending on experience and level of responsibility.

- Editorial assistants usually earn between \$35,000 and \$40,000 a year.
- Editors with one to three years' experience usually earn between \$40,000 and \$60,000.
- Senior editors or publishers usually earn between \$60,000 and \$90,000.
- Freelance editors get paid hourly or per page.

Job opportunities: Chances of getting a job as an editor are good for those specialising in online editing and poor for hardcopy editors.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- decide what material to cover, and ensure it meets the needs of the audience
- plan content layout and proofread content
- edit content and check it against guidelines, including legal requirements, and rewrite if necessary
- contribute to decisions about functionality of online content and audit online content
- assign work to staff and train writers and editorial staff
- ensure deadlines are met.

Editors in senior positions may also:

- negotiate contracts with contributors or purchasers
- liaise with advertising, printing and marketing staff, and distributors
- hire editorial or writing staff.

Skills and knowledge needed:

- excellent writing and editing skills, with a thorough knowledge of spelling, grammar and vocabulary
- a good understanding of the publishing process
- an understanding of the audience and what people want to read
- good general knowledge and knowledge of media law
- knowledge of design and publication
- skill using online tools/programs and technology.

How to enter the job

To become an editor you usually need to have a relevant qualification such as a:

- diploma in publishing or editing
- tertiary qualification in an area such as English, journalism, communications, graphic arts, public relations or marketing.

It can also be useful to have several years' experience in a relevant area such as:

- communications
- writing
- public relations
- linguistics
- journalism.

However, some people may become editors of their own specialist publications with less experience.

Secondary education: Useful subjects include English, history, art history, classics and other essay-based subjects.

Personal qualities needed:

- organised and responsible
- adaptable
- enquiring and diplomatic
- quick and accurate, with an eye for detail
- able to work well under pressure
- excellent problem-solvers
- skilled communicators
- able to keep information private
- skilled at research and analysis.

Useful experience:

- research, writing, editing or proofreading work
- management work
- reading about a wide range of subjects
- journalism experience
- office and computer work
- any work where you have to meet deadlines.

Related jobs: Copywriter, Author, Journalist, Technical Writer.

Vocational pathways: Creative industries.

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Elected Government Representative

Summary

Elected government representatives are elected by the people of a specific area to help govern a city, region or country.

Pay:

Pay for elected government representatives varies depending on their position.

Pay for members of parliament depends on their level of responsibility.

- Members of parliament usually start on about \$160,000 a year.
- Ministers outside Cabinet usually earn \$240,000.
- Ministers inside Cabinet usually earn \$280,000.
- The Prime Minister's salary is set at \$450,000.
- Members of parliament also get a yearly allowance to cover out-of-pocket expenses associated with their work.

Pay for local government representatives depends on their responsibilities, hours and the size of their council.

- Community board members usually earn between \$2,000 and \$26,000 a year.
- Local and regional councillors usually earn between \$13,000 and \$99,000.
- Most mayors and regional council chairs usually earn between \$49,000 and \$168,000, although the Mayor of Auckland earns about \$270,000 a year.

Job opportunities: Opportunities for elected government representatives are poor due to high competition for a limited number of positions.

Length of training: No specific training requirements.

About the job

What you will do:

- act on behalf of individuals or groups
- study reports, proposals, complaints and petitions
- present, debate and vote on new laws and policies
- attend meetings and public events, make speeches and give interviews
- work with officials to develop policy.

Some elected government representatives also hold extra positions, such as junior or senior whip.

Skills and knowledge needed:

- political, economic, social and cultural aspects of New Zealand and the region they are representing
- official parliamentary procedures
- speaking in public and debating.

Knowledge of tikanga Māori (culture and customs) is also useful.

Māngai ā-Pōtitanga

How to enter the job

To become an elected government representative, you must be:

- at least 18 years old
- a New Zealand citizen
- enrolled on the parliamentary electoral roll
- elected by your electorate or be elected from a party list.

Members of parliament representing a political party are chosen by the party for an electorate or list seat.

Secondary education: No specific secondary education is required for this job, but English, economics and history to at least NCEA Level 2 are useful.

Personal qualities needed:

- trustworthy
- motivated
- confident
- excellent communicators
- skilled in making decisions
- good at planning and organising
- able to evaluate and interpret information
- able to inspire confidence and trust in others.

Useful experience:

- work as a local government representative
- work as a union official or delegate
- work for a political party or pressure group
- debating experience.

Any work in economics, law, education or another specialist field, such as health or social work, is also useful.

Related jobs: Solicitor, Foreign Policy Officer, Policy Analyst.

Vocational pathways: Social and community services.

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Summary

Electrical engineers specify, design and supervise the construction or manufacture of systems and equipment that produce, distribute and/or use electricity. They also maintain, operate and manage these systems and equipment.

Pay:

Pay for electrical engineers varies depending on their role and experience.

- Newly qualified electrical engineers are likely to earn between \$50,000 and \$60,000 a year.
- Experienced electrical engineers may earn between \$80,000 and \$110,000.
- Senior specialised electrical engineers with additional responsibilities can earn more than \$120,000.
- According to the Institute of Professional Engineers New Zealand (IPENZ), the average wage for electrical engineers in 2013 was about \$95,000 a year.

Job opportunities: Chances of getting a job as an electrical engineer are good due to high demand for their services.

Length of training: 4 years of training is usually required.

About the job

What you will do:

- develop, design or update specifications and designs for electrical systems and equipment
- design methods to generate, distribute and manage electricity
- design automated and computerised methods to control electrical processes
- calculate the cost of projects, and materials needed
- write reports and develop instruction manuals for installing new electricity systems and equipment
- supervise the installation and maintenance of systems and equipment
- oversee electricity system tests and correct any faults.

Skills and knowledge needed:

- knowledge of electronics
- knowledge of circuit theory, heavy current or power electrical engineering and other electrical principles
- an understanding of the equipment and safe practices associated with electrical engineering
- knowledge of the laws, resource management and industry standards that apply to electrical engineering
- design and drawing skills, including knowledge of computer-aided design (CAD) software.

How to enter the job

Professional electrical engineers work on large complex projects.

To become a professional electrical engineer, you need a four-year degree in engineering. This may be:

- a Bachelor of Engineering – BE
- a Bachelor of Engineering Honours – BE(Hons).

Engineering technologists work in more specialised and narrower fields than professional electrical engineers.

To become an engineering technologist, you need a three-year degree in engineering, usually a Bachelor of Engineering Technology – BEngTech.

Secondary education: To enter tertiary training, a university entrance qualification (NCEA Level 3) is usually required. Useful subjects include maths with calculus, technology, physics and chemistry.

Personal qualities needed:

- accurate
- safety-conscious
- good at maths
- adaptable
- practical and able to do hands-on work if required
- able to work well as part of a team
- good project managers.

Useful experience:

- an electrician
- a mechanic
- an electrical engineering technician.

Related jobs: Electronics Engineer, Biomedical Engineer, Mechanical Engineer, Civil Engineer, Telecommunications Engineer, Electrician, Electrical Engineering Technician.

Vocational pathways: Manufacturing and technology.

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Electrical Engineering Technician

Kaihanganarau Take Pūhiko

Summary

Electrical engineering technicians interpret designs and technical instructions from an electrical engineer and ensure that they are accurately implemented. They also develop, install, test and maintain equipment that produces, transmits or uses power.

Pay:

Pay for electrical engineering technicians varies between employers and depends on experience and the work being done. According to industry sources:

- most electrical engineering technicians start out on between \$20 and \$30 an hour
- those with over three years' experience usually earn between \$30 and \$35 an hour
- senior electrical engineering technicians in management roles can earn between \$70,000 and \$120,000 a year.

Job opportunities: Chances of getting a job as an electrical engineering technician are good as there is a shortage of people in the role.

Length of training: 2-4 years of training is required.

About the job

What you will do:

- research new ways to solve electrical problems
- prepare charts, drawings and test models from instructions, technical data and system requirements
- perform tests, record the results and report the findings, recommendations and conclusions
- estimate materials and costs required for new equipment and installations
- prepare the technical specifications of contracts, and prepare service reports for clients
- assess the condition of electrical equipment, and ensure safety and design standards are met
- install, repair, test, find faults and maintain equipment
- be involved in the design of complex electrical installations and control circuits under the supervision of an engineer
- assist electrical fitters with complex problems in the field.

Skills and knowledge needed:

- knowledge of electrical theory and practice
- an understanding of health and safety, and industry standard guidelines
- knowledge of how to use and care for their equipment
- good practical and technical skills to operate and maintain equipment
- drawing skills and the ability to interpret design drawings.

How to enter the job

To become an electrical engineering technician you need to complete a New Zealand Diploma in Engineering (NZDE) (Electrical). This qualification takes two years of full-time study to complete.

Once on the job, electrical engineering technicians can work towards completing the New Zealand Diploma in Engineering Practice (NZDEP), which leads to certification as an engineering technician with the Institution of Professional Engineers of NZ (IPENZ).

Secondary education: To gain entry into the New Zealand Diploma in Engineering (Electrical), it is recommended that you have a minimum of 48 NCEA credits at Level 2 in four subjects, including at least 12 credits in mathematics.

Physics is also highly recommended, and technology subjects may be useful.

Personal qualities needed:

- accurate, methodical, reliable and responsible
- able to follow instructions and remain calm under pressure
- skilled in making calculations
- skilled in using computers
- skilled in problem solving and decision making.

Useful experience:

- engineering work
- draughting work
- experience in electrical or mechanical roles.

Related jobs: Mechanical Engineering Technician, Electrical Engineer, Telecommunications Technician, Electronics Trades Worker, Electrician.

Vocational pathways: Manufacturing and technology.

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Summary

Electricians install, maintain and repair electrical systems and equipment.

Pay:

Pay for electricians varies, but most earn between \$42,000 and \$70,000 a year.

- Apprentice electricians may start out on the minimum training rate. Pay increases as they pick up skills or complete unit standards. At the end of their four-year apprenticeship, electricians can expect to earn about \$42,000 a year.
- In their first two years after completing their apprenticeship, electricians usually earn \$52,000 to \$54,000.
- With three to five years' experience, electricians usually earn \$55,000 to \$60,000.
- With six or more years' experience, electricians usually earn \$63,000 to \$70,000.
- Experienced electricians working in specialist fields or running their own business can earn \$80,000 to \$100,000 or more, but for those who are self-employed, income depends on the success of their business.
- Electricians may be supplied with work vehicles.

Job opportunities: Chances of getting a job as an electrician are good due to the construction boom and a shortage of suitable workers.

Length of training: 3–4 years of training required.

About the job

What you will do:

- study and interpret wiring diagrams and floor plans
- install electrical wiring and equipment
- repair or replace electrical wiring, parts and equipment
- test electrical work for safety
- keep records of problems they find and work they do
- prepare quotes and record the work they do.

Self-employed electricians also run their own businesses.

Skills and knowledge needed:

- electrical theory, laws, codes, and standards of practice
- how to install electrical wiring and fixtures
- wiring diagrams and floor plans
- basic maths and physics
- safety procedures and first aid.

Self-employed electricians must also have business skills.

How to enter the job

To become an electrician you need to:

- complete an apprenticeship and gain a National Certificate in Electrical Engineering – Electrician for Registration (Level 4) or a National Certificate in Electricity Supply – Electrician (Level 4)
- be registered with the Electrical Workers Registration Board and have a current practising licence.

Most employers also prefer that you:

- have a driver's licence
- pass a drug test
- pass a medical test.

The Skills Organisation and Connexis oversee electrical apprenticeships. ATT and the The Electrical Training Company (ETCO) employ, train and place electrical apprentices. ETCO works with students from selected schools.

Secondary education: Level 1 NCEA in maths, English and science, preferably physics, is usually required to enter an apprenticeship.

While you are still at school, you can gain experience through Gateway – a programme of work experience for Year 11 to 13 students.

Personal qualities needed:

- accurate and methodical
- practical and logical
- good communicators
- able to work well independently or in a team
- safety-conscious
- good at problem solving.

Useful experience: No specific experience needed.

Related jobs: Automotive Electrician, Line Mechanic, Telecommunications Technician, Electronics Trades Worker, Electrical Engineering Technician.

Vocational pathways: Construction and infrastructure, Manufacturing and technology.

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Electronics Engineer

Summary

Electronics engineers study, design and oversee production of electronic equipment such as radios, televisions, computers, washing machines and telecommunication systems. They may also service equipment.

Pay:

Pay for electronics engineers varies depending on their role and experience.

- Newly qualified electronics engineers are likely to earn between \$50,000 and \$60,000 a year.
- Experienced electronics engineers may earn between \$80,000 and \$110,000.
- Senior specialised electronics engineers with additional responsibilities can earn more than \$120,000.
- According to the Institute of Professional Engineers New Zealand (IPENZ), the average wage for electronics engineers in 2013 was about \$95,000 a year.

Job opportunities: Job opportunities for electronics engineers are good due to a shortage of workers.

Length of training: 4 years of training usually required.

About the job

What you will do:

- research, design and supervise production of electronic circuits, components, equipment and computer programs
- investigate and test new electronics components and equipment
- present reports and proposals to clients or colleagues
- modify and service electronic equipment.

Skills and knowledge needed:

- knowledge of physics, mechanics, electronics, maths and computers
- knowledge of new methods and technology in the electronics industry
- knowledge of software design and development
- design skills
- skill in interpreting drawings.

Mataaro Tāhiko

How to enter the job

To become an electronics engineer, you usually need a Bachelor of Engineering or a Bachelor of Technology.

However, some employers may also accept a Diploma in Engineering or an equivalent diploma.

Secondary education: To enter tertiary training, a university entrance qualification (NCEA Level 3) is required.

Useful subjects include maths with calculus, maths with statistics, technology and science subjects.

Personal qualities needed:

- motivated
- creative and inquiring
- patient and persistent
- good written and oral communicators
- able to work well as part of a team
- able to work to deadlines.

Useful experience:

- design work
- work as an electronics technician
- experience testing electronic equipment
- work with computers
- work experience in an electronics production environment.

Related jobs: Aeronautical Engineer, Software Developer, Mechanical Engineer, Electrical Engineer, Telecommunications Engineer, Telecommunications Technician, Electronics Trades Worker.

Vocational pathways: Manufacturing and technology.

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Summary

Electronics trades workers assemble, install, test, operate, maintain and service electronic parts and equipment.

Pay:

Pay for electronics trades workers varies depending on their experience and the type of work they do.

- Apprentice electronics trades workers and those with less than two years' experience usually earn between the minimum training wage and \$40,000 a year.
- Electronics trades workers with two to five years' experience usually earn between \$40,000 and \$65,000.
- Senior electronics trades workers, or electronics trades workers working in supervisory positions, can earn \$65,000 or more.
- Experienced industrial and measurement control technicians may earn up to \$100,000.

Job opportunities: Job opportunities for electronics trades workers are good because of a shortage of workers.

Length of training: 2 years of training usually required.

About the job

What you will do:

- install, maintain and fix electronic equipment, instruments and control systems
- run tests to check for faults, and collect and analyse the data
- repair problems and replace any faulty parts
- keep records of the faults they find, and the repairs or maintenance they carry out
- re-assemble electronic equipment.

Skills and knowledge needed:

- knowledge of electronic theory
- skill in diagnosing and fixing problems with electrical equipment
- knowledge of electronic circuits and the ability to read circuit diagrams
- knowledge of safe working practices.

Electronics trades workers who run their own business also need small business skills.

How to enter the job

Entry requirements to become an electronics trades worker depend on what area of electronics you want to work in.

If you want to work on fixing and maintaining domestic electronic appliances or business machines like photocopiers, you need to complete an apprenticeship and gain one of the following qualifications:

- National Certificate in Electrical Engineering - Electrical Appliance and Electronic Servicing (Level 4)
- National Certificate in Electronic Engineering (Level 4).

To become an industrial measurement and control technician, you need to complete an apprenticeship and gain the National Certificate in Industrial Measurement and Control (Level 4).

To become a security systems technician, you need to gain a National Certificate in Electronic Security (Installer) Level 3.

You must also gain a Certificate of Approval issued by the Ministry of Justice.

Secondary education: NCEA Level 1 or 2 is usually required to do further training. Useful subjects include English, maths, science, physics, chemistry and technology.

Personal qualities needed:

- safety-conscious
- observant, accurate and methodical
- able to follow instructions.

Useful experience:

- work at electronics businesses, such as selling appliances or making deliveries
- work involving electrical or electronic components
- mechanical work.

Related jobs: Aircraft Maintenance Engineer, Electronics Engineer, Telecommunications Technician, Information Technology Helpdesk/Support Technician, Electrical Engineering Technician, Lift Technician.

Vocational pathways: Manufacturing and technology.

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Emergency Management Officer

Āpiha Whakahaere Ohotata

Summary

Emergency management officers provide communities with co-ordinated response and recovery plans for emergencies such as floods, earthquakes and major transportation incidents.

Pay:

Pay for emergency management officers varies depending on where they work, the type of organisation they work for, and their experience and qualifications:

- New entrants with less than three years' experience can earn between \$35,000 and \$62,000 a year.
- Those with three to six years' experience commonly earn between \$62,000 and \$85,000 a year.
- Emergency management officers with more than six years' experience can earn more than \$100,000 a year.
- Employers will sometimes include a vehicle as part of the employment package.

Job opportunities: Job opportunities for emergency management officers are average because it is a small but slowly growing occupation.

Length of training: 1-4 years of training usually required.

About the job

What you will do:

- develop civil defence emergency management plans
- provide advice and education on emergency preparedness to the community and local businesses
- develop disaster simulations and exercises to test operational plans
- set up and operate emergency operation centres
- liaise with emergency services such as the police
- research hazards that threaten the community
- write reports and operational procedures and policies
- organise and deliver training to staff and volunteers
- speak to the media about emergency management issues.

Some emergency management officers also contribute to the creation and enforcement of by-laws for rural fire, occupational safety and health, environmental pollution and dangerous goods.

Skills and knowledge needed:

- building evacuation procedures
- emergency management legislation
- risk management.

How to enter the job

To become an emergency management officer it is recommended you complete an emergency management qualification, such as a Certificate in Emergency Management.

There are also postgraduate qualifications available in emergency management. Bachelor's degrees that complement these postgraduate qualifications include geography and management.

You may need to hold a full driver's licence, and must not have any criminal convictions.

Secondary education: Useful subjects include English, geography, history and social studies to at least NCEA Level 2.

Personal qualities needed:

- remain calm and decisive during emergencies
- work well under pressure
- work with a wide range of people
- have excellent oral and written communication skills
- have excellent relationship management skills
- have first aid skills.

Useful experience:

- work for the police, ambulance services, the NZ Fire Service, or the NZ Defence Force
- social work, nursing or any public health roles, including policy development
- risk management or hazard analysis experience
- engineering or community development experience
- studying social and physical sciences
- land search and rescue experience.

Some people begin their career in emergency management as volunteers for community groups or councils. This is often a good way to get the experience and contacts needed to enter the role.

Related jobs: Paramedic, Police Officer, Firefighter, Health and Safety Adviser, Army Soldier.

Vocational pathways: Social and community services.

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Energy and Chemical Plant Operator

Summary

Energy and chemical plant operators monitor, control, and adjust equipment at gas plants, oil wells, and power stations to make sure they are functioning safely and efficiently.

Pay:

Pay for energy and chemical plant operators varies depending on experience, responsibilities and whether they work onshore or offshore.

- New energy and chemical plant operators usually start on between \$50,000 and \$70,000 a year.
- With five or more years' experience they can earn between \$80,000 and \$100,000.
- Those working offshore or in supervisory roles can earn more than \$100,000.

Job opportunities: Chances of getting a job as an energy and chemical plant operator are good for people with experience, due to a shortage of workers.

Length of training: No specific training requirements.

About the job

What you will do:

- monitor equipment that processes chemicals, natural gas, petroleum products, or electricity
- make adjustments to equipment to ensure it's functioning safely and efficiently
- take samples of water and chemicals used in the production processes
- record equipment pressure and temperature readings
- arrange maintenance and repairs of equipment.

Skills and knowledge needed:

- knowledge of production processes for gas, oil or electricity
- an understanding of safety regulations and procedures
- knowledge of mechanics and machines.

Kaiwhakahaere Rawa Pūngao, Rawa Matū

How to enter the job

There are no specific entry requirements to work as an energy and chemical plant operator, though some employers prefer you to have completed a national certificate in energy and chemical plant operations. Qualifications are available through the New Zealand Motor Industry Training Organisation (MITO).

People without experience in the industry can take a pre-employment Certificate in Process Operations at the Western Institute of Technology which helps prepare students for getting a job and training as an energy and chemical plant operator.

Energy and chemical plant operators gain many skills on the job, and most companies offer formal in-house training on their systems, processes, and safety procedures.

Secondary education: It is recommended you have at least NCEA Level 1 English, and Level 2 maths, science, computing or subjects related to mechanical engineering, or electronic engineering.

Personal qualities needed:

- patient, efficient and practical
- accurate, with an eye for detail
- able to work well in a team or alone
- safety-conscious
- able to follow instructions and make good judgments
- good at analysis and problem solving
- good communicators.

Useful experience:

- work with motors, pumps, machinery or heavy equipment
- work in a factory or manufacturing plant
- welding and metalwork.

Related jobs: Mechanical Engineering Technician, Chemical Engineer, Mechanical Engineer, Dairy Products Maker, Line Mechanic, Toolmaker, Electrical Engineering Technician, Engineering Machinist, Refrigeration/Air-conditioning Technician.

Vocational pathways: Manufacturing and technology.

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Energy Auditor

Summary

Energy auditors assess the amount of energy and resources used by buildings, organisations and businesses. Based on the assessment results, they make recommendations on how to make these buildings or organisations more energy efficient.

Pay:

Pay for energy auditors varies depending on qualifications and experience.

- New energy auditors can expect to earn between \$50,000 and \$70,000 a year.
- Those with five or more years' experience, who are accredited, may earn \$70,000 to \$100,000, or more.

Job opportunities: Chances of getting a job as an energy auditor are poor due to the small number of positions.

Length of training: More than 3 years of training usually required.

About the job

What you will do:

- inspect buildings and other sites and carry out energy surveys/audits
- ensure accurate records are maintained and energy monitoring data is collected regularly
- develop methods to reduce energy use at businesses and organisations, and help put these methods into practice
- monitor and review the effectiveness of any energy reduction measures, and verify any savings made from these changes
- compile reports and/or present findings to clients
- provide technical and practical advice, and offer training on energy efficiency
- meet with and provide technical support to mechanical/electrical design engineers.

Skills and knowledge needed:

- energy management and renewable energy issues
- how to measure a building's energy use
- building services and controls such as centralised computer systems for heating, ventilation and air-conditioning
- the energy/electricity market and pricing
- legislation on energy efficiency and carbon reduction
- how to manage projects.

Kaitātari Pūngao

How to enter the job

To become an energy auditor, you need a tertiary qualification in any of these fields:

- environmental science and management
- engineering (especially energy, renewable or sustainable energy, and electrical, mechanical and chemical process engineering)
- building science
- quantity surveying
- applied science in energy management.

A number of specialist courses in energy management are available. If you are considering postgraduate study, look for courses offering a work placement, as practical skills are highly valued by employers.

The Energy Management Association of New Zealand (EMANZ) runs training courses for energy auditors and managers.

Secondary education: Subjects such as maths, physics, chemistry and economics are useful.

Personal qualities needed:

- able to work to strict deadlines
- well organised, with good planning skills
- methodical with calculations and reporting
- able to work well in a team
- good written and verbal communicators.

Useful experience:

- building and construction work
- work involving accounting or economics
- work servicing building systems such as heating and ventilation systems
- work with specialised energy processes, like those at a milk processing plant or brewery.

Related jobs: Auditor, Mechanical Engineer, Environmental Engineer, Quantity Surveyor.

Vocational pathways: Construction and infrastructure, Services industries.

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Summary

Engineering machinists use machines to cut and shape precision parts and equipment out of metals and other materials.

Pay:

Pay for engineering machinists depends on where they work and how much experience they have. According to industry sources:

- apprentice engineering machinists and those with less than two years' experience usually earn between \$30,000 and \$40,000 a year
- engineering machinists with two to five years' experience usually earn between \$40,000 and \$60,000
- senior engineering machinists, or engineering machinists working in supervisory positions, can earn up to \$80,000.

Job opportunities: Demand for engineering machinists is good as there is a shortage of skilled workers in the role.

Length of training: No specific training requirements.

About the job

What you will do:

- study and interpret engineering drawings and instructions
- decide on suitable materials and working methods
- measure and mark out materials for cutting
- set and operate machines to cut and shape the materials
- check measurements and weld parts together
- test finished products
- carry out maintenance checks on machines and diagnose faults
- repair machines and their parts
- clean and install equipment and machinery.

Skills and knowledge needed:

- knowledge of different metals and machinery
- the ability to read and interpret plans and drawings
- practical skills to operate computer-controlled machinery
- computer skills, specifically with computer-aided design (CAD) software and computerised numerical control (CNC) machines
- welding skills.

How to enter the job

There are no specific entry requirements to become an engineering machinist. However, most employers prefer you to have completed – or be prepared to undertake – an apprenticeship and gain a National Certificate in Mechanical Engineering (Level 4), with a strand in machining.

Engineering machinist apprenticeships can be completed through Competenz and the New Zealand Apprenticeships scheme, which is for people aged over 16 years.

Apprenticeships include on-the-job work experience and course work.

Secondary education: To become an engineering machinist apprentice or trainee, NCEA Level 1 graphics, technical or computer-aided drawing, maths, science and workshop technology are recommended.

Personal qualities needed:

- accurate and patient
- able to follow instructions
- responsible and safety-conscious
- good communicators
- able to make good judgements
- able to work well independently, and as part of a team.

Useful experience:

- any work using hand tools
- any work with plastics, wood or metals
- work in an industrial workshop
- operating woodwork or metalwork machinery
- work as a labourer
- welding and sheet metal work.

Related jobs: Mechanical Engineering Technician, Aircraft Maintenance Engineer, Automotive Technician, Fabrication Engineer, Toolmaker, Welder, Refrigeration/Air-conditioning Technician.

Vocational pathways: Manufacturing and technology.

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Entertainer

Summary

Entertainers perform a variety of acts, such as dance, drama or acrobatics, to entertain an audience.

Pay:

- There are no set pay rates for entertainers and what you earn depends largely on your ability, how often you work, and what type of work you do. Work may be irregular, and many entertainers rely on supplementary jobs to make a living.

Job opportunities: Opportunities for entertainers are poor because the industry in New Zealand is small, and jobs are infrequent.

Length of training: No specific training requirements.

About the job

What you will do:

- write and research performance routines
- rehearse their acts
- design and dress in costumes to suit their performances
- perform their acts in front of an audience
- promote and publicise their acts.

Skills and knowledge needed:

- excellent performance skills
- creative ability and skill in their speciality area
- knowledge of different performance and acting techniques
- knowledge of body posture and movement
- knowledge of human behaviour and character development.

Business, marketing, networking and planning skills are important, as most entertainers are self-employed and need to be able to create their own work opportunities.

Kaiwhakangahau

How to enter the job

To become an entertainer you need to have ability in your chosen area. Some employers may prefer you to have experience in performing and entertaining.

Secondary education: Useful secondary subjects include drama, history and classics. Participating in extracurricular activities, such as theatre sports and debating, is also useful.

Personal qualities needed:

- observant
- able to communicate ideas and feelings
- good communicators
- outgoing, confident and comfortable working in front of an audience and dealing with potentially negative feedback (from hecklers, for example)
- adaptable, as they need to be able to respond to the audience
- disciplined and motivated
- patient and persistent to enable them to keep practising and perfecting their act.

Children's entertainers need to relate well to children.

Useful experience:

- public speaking
- acting, dancing or singing
- other experience performing in front of an audience
- artistic or creative work.

Some forms of entertainment, such as juggling and stiltwalking, are mostly self-taught and it may be useful to join a local club to learn the basics and meet other interested people.

Related jobs: Actor, Dancer, Musician.

Vocational pathways: Creative industries.

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Summary

Environmental engineers assess the impact of engineering projects on water, soil, air and noise levels, and advise and design ways to minimise this impact. They also plan and design systems to treat and remove waste such as waste water systems.

Pay:

Pay for environmental engineers varies depending on skills and experience.

- Graduates usually start on about \$45,000 to \$75,000 a year.
- Mid-level environmental engineers usually earn between \$75,000 and \$95,000.
- Senior environmental engineers who work as team leaders or managers usually earn between \$100,000 and \$120,000.
- Principal environmental engineers responsible for overseeing engineering projects earn between \$130,000 and \$160,000.

Job opportunities: Chances of getting a job as an environmental engineer are good due to a shortage of people in the role.

Length of training: 3–4 years of training required.

About the job

What you will do:

- report on the environmental impact of proposed engineering and construction projects, and advise how to minimise this impact
- prepare reports, sketches, working drawings and specifications based on the sites and the clients' needs
- manage projects from start to finish
- design waste-management systems
- take air, water and land samples to test for pollution and advise on treatment methods if any pollution is found
- prepare assessments of environmental effects to accompany resource consent applications
- supervise contractors carrying out work.

Skills and knowledge needed:

- knowledge of civil engineering
- knowledge of air, water and land pollution control methods
- knowledge of public health issues
- knowledge of relevant legislation such as the Resource Management Act, the New Zealand Building Code, local by-laws and town planning regulations
- the ability to analyse and interpret information
- the ability to use geographic information system (GIS) computer-modelling software.

How to enter the job

There are two pathways to becoming an environmental engineer. The most common way is to complete a four-year Bachelor of Engineering or Bachelor of Engineering with Honours degree specialising in civil, environmental and natural resources engineering.

You can also complete a three-year Bachelor of Engineering Technology degree specialising in civil, natural and resources engineering.

The Bachelor of Engineering with Honours focuses on the calculations and theoretical work involved in engineering projects, while the Bachelor of Engineering Technology focuses more on practical, hands-on technical knowledge.

Secondary education: A tertiary entrance qualification is required to enter further study. Useful subjects include English, maths with calculus, physics and chemistry.

Personal qualities needed:

- practical and logical, with good problem-solving skills
- accurate, with an eye for detail
- organised, with good planning skills
- good communicators
- able to work well as part of a team
- able to work well under pressure and meet deadlines.

Useful experience:

- draughting experience
- surveying work
- engineering experience
- agriculture work
- work for district or regional councils.

Experience and interest in the outdoors and environment may also be useful.

Related jobs: Civil Engineer, Chemical Engineer, Mechanical Engineer.

Vocational pathways: Construction and infrastructure, Primary industries, Manufacturing and technology.

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Summary

Environmental health officers investigate, monitor, and assess the effects of environmental hazards, such as pollution, unsafe food and infectious diseases, on people's health and wellbeing. They also ensure registered premises comply with regulations and grant licenses to them.

Pay:

Pay for environmental health officers varies depending on experience.

- New graduates starting as environmental health officers usually earn about \$47,000 to \$60,000 a year.
- Environmental health officers with three to five years' experience usually earn about \$66,000 to \$80,000.
- Very experienced environmental health officers or those working in managerial roles can earn \$88,000 or more.

Job opportunities: Chances of getting a job as an environmental health officer are average, with better opportunities in the main cities than in other parts of the country.

Length of training: 3 years of training required.

About the job

What you will do:

- investigate infectious diseases and advise people how to prevent their spread
- monitor food safety in food premises
- advise on the health requirements on building consents
- investigate and advise on management of contaminated land
- take site samples to test for environmental pollution
- take legal action against serious breaches of environment-related laws and regulations
- work with media to educate people on public health
- work on policy development at regional and local levels
- report on resource consent applications, liquor licences and Land Information Memorandum (LIM) applications.

Skills and knowledge needed:

- knowledge of environmental and health issues, and related regulations and standards
- knowledge of Acts of Parliament that relate to public health
- knowledge of practical applications of microbiology, food industry processes and technology
- technical skills for taking water samples and using noise and light-measuring equipment
- research and analytical skills for infectious disease investigations and complex nuisance complaints.

How to enter the job

To become an environmental health officer you need to have one of the following:

- Bachelor of Health Science (Human Health) from Massey University
- Bachelor of Applied Science (majoring in Health Protection and Environmental Health) from Auckland University of Technology (AUT)
- Graduate Diploma in Environmental Health (in addition to a relevant Bachelor's degree) from Massey University.

You will also need a current driver's licence to get a job as an environmental health officer.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful subjects include English, maths, chemistry, biology and science.

Personal qualities needed:

- precise, with an eye for detail
- diplomatic and friendly
- persuasive and firm
- able to relate well to people from different cultures, lifestyles and age groups.

Useful experience:

- work in the health, food or hospitality industries
- experience in laboratory or science work.

Related jobs: Biosecurity Officer, Health and Safety Inspector, Health and Safety Adviser, Quarantine Officer.

Vocational pathways: Social and community services.

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Summary

Environmental scientists study the environment and how plants, animals and other organisms are affected by it. They also study external influences, such as pollutants, and provide advice to avoid or reduce harmful effects on the environment.

Pay:

Pay for environmental scientists varies according to their experience and where they work.

- Lecturers at universities usually earn \$58,000 to \$108,000 a year.
- Professors usually earn \$114,000 to \$131,000.
- Scientists at research institutes usually earn \$50,000 to \$112,000.
- Those working in private consultancies usually earn \$55,000 to \$120,000 or more.

Job opportunities: Chances of getting a job in most areas of environmental science are good due to a shortage of workers.

Length of training: 3–9 years of training required.

About the job

What you will do:

- study plants and animals in their environment
- assess sources of soil, water and air pollution, and develop ways to control these
- use computer modelling techniques to predict future events in the ecosystem
- study soil types, suitable fertilisers and how to alter soils to suit different plants
- develop irrigation, drainage and waste disposal methods
- plan and run field studies and experiments, and report results of studies in science journals and in conferences
- study and develop environmental policies and provide technical advice to clients or local government authorities
- prepare resource consent applications and environmental impact reports.

Skills and knowledge needed:

- knowledge of the environment, including excellent knowledge of at least one area of environmental science
- knowledge of natural history, ecosystems and interactions between species
- knowledge of the Resource Management Act and Environmental Effects Act 2012
- understanding of the effects commercial development may have on the environment
- practical skills for performing experiments
- maths, computer and research skills, and ability to analyse research results.

How to enter the job

To become an environmental scientist you usually need a Master's degree in one of the following areas, depending on your specialisation:

- environmental science or a related area such as chemistry or engineering
- ecology or a related area such as botany or zoology
- soil science or a related discipline such as earth science.

A PhD is generally required for research-based positions.

Secondary education: A tertiary entrance qualification is required to enter tertiary training. Useful subjects include science, maths, statistics, geography, physics, chemistry and biology.

Personal qualities needed:

- accurate
- able to make good judgements
- good at problem solving
- good at planning and organising
- good at communicating
- creative, so they can develop new ideas.

Useful experience:

- surveying work
- environmental engineering work
- environmental monitoring or measurement
- work with a fertiliser or crop and seed company
- working as a volunteer in ecology or conservation work
- laboratory work
- being a member of an environmental interest or community group
- completing a summer placement at a regional or city council.

Related jobs: Agricultural/Horticultural Scientist, Zoologist, Marine Biologist, Environmental Engineer, Forestry Scientist.

Vocational pathways: Primary industries, Social and community services.

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Event Manager

Summary

Event managers plan, organise, promote and run events, conferences and functions for a variety of organisations, communities, groups and individuals.

Pay:

Pay for event managers varies depending on experience and employer. New event managers often start out as event assistants or event co-ordinators.

- New event managers can expect to earn \$30,000 to \$45,000 a year, or more.
- Event managers with three or more years' experience might earn \$46,000 to \$55,000, or more.

Job opportunities: Chances of getting work as an event manager are good, as demand is strong.

Length of training: No specific training requirements.

About the job

What you will do:

- develop concepts for an event
- work closely with clients, contractors, staff and volunteers
- create plans and documentation for the event
- train volunteers
- work out and manage a budget for the event
- book the venue or venues, and event equipment
- promote and market the event to media and relevant target groups
- oversee the running of the event
- deal with enquiries about the event
- organise funding, sponsorship and ticketing for the event
- evaluate the event and process.

Skills and knowledge needed:

- high level of written, verbal and non-verbal communication skills
- ability to network confidently
- good knowledge and understanding of social media
- knowledge of the venues, contractors and suppliers used by the events industry
- risk management skills, and knowledge of relevant health and safety requirements
- knowledge of the entertainment and hospitality industries
- skill in managing finances, budgets and large groups of people.

Kaiwhakahaere Tauwhāinga

How to enter the job

To become an event manager, you need prior experience in running events and/or a relevant qualification. There are a variety of training and study options, such as:

- on-the-job training and study towards a tertiary qualification, such as the National Certificate or National Diploma in Tourism Conventions and Incentives (Levels 4 and 5)
- a graduate diploma in event management (Level 7)
- a degree in applied management (with a major in event management), marketing, tourism and hospitality, or communications.

Volunteering at events is a good way of getting experience in event management.

Secondary education: There are no specific secondary educational requirements, but useful subjects include English, maths, economics, accounting and business studies.

Personal qualities needed:

- creative, imaginative and innovative
- confident, enthusiastic and motivated
- able to pay attention to detail, while working to strict deadlines
- adaptable, and good at managing pressure
- good at negotiating and public relations
- excellent at planning, organising and decision making.

Useful experience:

- public relations and marketing work
- media or communications work
- work in the hospitality, tourism or outdoor education industries
- theatre/music/film work
- project management and administration work.

Related jobs: Artistic Director, Recreation Co-ordinator.

Vocational pathways: Services industries, Creative industries.

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Summary

Exhibition technicians prepare, install, maintain and dismantle museum or art gallery exhibitions.

Pay:

Pay for exhibition technicians varies depending on their experience, the size of the organisation they work for, and how many hours a week they work:

- Exhibition technicians working part time or as contractors may earn \$30,000 to \$52,000 a year.
- Experienced, full-time exhibition technicians may earn \$40,000 to \$55,000 a year.

Job opportunities: Opportunities to work as an exhibition technician are poor as it is a small occupation and competition for jobs is high.

Length of training: No specific training requirements.

About the job

What you will do:

- provide a budget for the cost of installing an exhibition
- design and build models, furnishings and fittings
- safely unpack and install exhibitions and arrange artefacts, and set up sound and visual effects
- arrange for contractors, such as painters, to install parts of an exhibition
- monitor and maintain exhibitions while they are on public display
- safely dismantle exhibition furniture and props and pack for storage or shipping
- support artists and/or curators during installation, display and dismantling of exhibition.

Skills and knowledge needed:

- creative ability
- skill in reading and interpreting designers' plans
- knowledge of a wide range of building materials and methods
- practical and technical skills such as carpentry, metalwork or painting
- knowledge of occupational safety and health requirements for safe building practices and correct lifting techniques
- knowledge of how to correctly pack and unpack artworks and other fragile items.

Exhibition technicians may also need to know about lighting techniques, graphics and 3D design, conservation practices, and fine arts.

How to enter the job

There are no specific courses to become an exhibition technician, however most roles require you to have some building or construction experience, and many exhibition technicians hold a master's degree in an arts subject.

It is useful to have a qualification or skills in:

- industrial design
- museum studies
- model making
- fine art or technical drawing
- project management
- metalwork
- furniture building
- joinery and carpentry.

Secondary education: Useful school subjects include art, technology, woodwork, metalwork, maths, and design at NCEA Levels 1, 2 or 3.

Personal qualities needed:

- practical and creative problem-solvers
- accurate, with an eye for detail
- organised and able to work to deadlines
- patient and adaptable
- able to work well in a team and with a diverse range of people
- able to prepare and work to budgets.

Useful experience:

- art and design
- woodwork
- metalwork
- handcraft work
- work in galleries, museums or theatres.

Related jobs: Artist, Curator, Joiner, Industrial Designer, Conservator.

Vocational pathways: Services industries, Creative industries.

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Fabrication Engineer

Summary

Fabrication engineers make, install and repair metal products such as vents, handrails, boilers, and aircraft and boat parts.

Pay:

Pay for fabrication engineers varies depending on specialisation and experience.

- Apprentice fabrication engineers and those with less than two years' experience may earn between the minimum wage (apprentices may start on the apprentice minimum wage) and \$18 an hour.
- Fabrication engineers with two to five years' experience usually earn between \$18 and \$25 an hour.
- Senior fabrication engineers, or fabrication engineers working in supervisory positions, can earn \$35 an hour or more.

Job opportunities: Job opportunities for fabrication engineers are good for those with experience, but people wanting their first job may find it harder to secure work.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- examine drawings and other instructions for jobs
- draw patterns and cut them out of different metals
- drill and punch holes in the metal for screws, bolts or rivets
- fold, form and shape metal
- join and weld metal pieces
- polish and check the quality of the finished product.

Skills and knowledge needed:

- knowledge of metals and their properties
- knowledge of how to use and care for their equipment
- understanding of safety procedures
- technical skills for drawing and interpreting plans
- welding skills.

Mataaro Piharoa

How to enter the job

There are no specific requirements to become a fabrication engineer. However, to become a qualified fabrication engineer you need to complete an apprenticeship and gain a National Certificate in Engineering - Fabrication (Level 4).

This can be completed in three different specialisations - light fabrication, heavy fabrication, or steel construction.

Further study options are the Level 5 National Certificate in Mechanical Engineering (Engineering Fabrication), or the NZ Diploma in Engineering (Level 6) available at several tertiary providers.

Fabrication engineering apprenticeships are done through the industry training organisation Competenz.

A pre-trade course in mechanical engineering may be useful for gaining a fabrication engineering apprenticeship.

A driver's licence may also be useful.

Secondary education: There are no specific secondary education requirements. However, NCEA Level 1 maths, technical drawing and workshop technology are useful.

Personal qualities needed:

- practical
- patient and accurate
- good at making calculations and working out formulae
- able to follow instructions.

Useful experience:

- welding work
- work in an engineering workshop
- any jobs working with metals and tools.

Related jobs: Aircraft Maintenance Engineer, Collision Repair Technician, Coachbuilder/Trimmer, Toolmaker, Engineering Machinist, Welder.

Vocational pathways: Construction and infrastructure, Manufacturing and technology.

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Summary

Farm workers help farmers with a variety of tasks, including raising and caring for livestock, repairs and maintenance, tractor work and other farming activities.

Pay:

Pay for farm workers varies depending on experience, location, the size of the farm worked on and level of responsibility.

- Dairy farm workers earn between \$40,000 and \$47,000 a year.
- Shepherds on sheep and beef farms usually earn between \$47,000 and \$51,000 a year.
- Tractor drivers on mixed crop and livestock farms usually earn between \$46,000 and \$53,000 a year.

Other benefits offered to farm workers as part of a salary package may include:

- free or subsidised accommodation, power, phone, food, milk or meat
- transport or petrol allowances
- training and education
- production and performance bonuses.

The value of these other benefits varies greatly, but typically ranges between \$1,000 and \$4,000 a year.

Job opportunities: Chances of getting a job as a farm worker are good due to high demand for workers.

Length of training: No specific training requirements.

About the job

What you will do:

- shift or herd stock between paddocks
- drench and dip animals and administer medicines
- operate farm machines, to cultivate, fertilise, spray and harvest grain and other crops
- provide animals with food and water
- attend to animals while they are sick or giving birth
- collect, sort and pack animal products
- clean, maintain and repair buildings, yards and fences
- operate and maintain farm machinery.

Skills and knowledge needed:

- knowledge of different farming methods
- good knowledge of the animals they are dealing with
- knowledge of how to use and care for farm equipment and machinery
- practical skills for tasks such as fencing
- driving skills to get around the farm on motorbikes, tractors or farm utility vehicles.

How to enter the job

There are no specific entry requirements for becoming a farm worker, but many employers prefer to employ farm workers who have completed a pre-employment farming programme, or are working towards a related qualification.

Secondary education: There are no specific secondary educational requirements. It is useful to have at least NCEA Level 2 in subjects such as agriculture, horticulture, workshop technology, maths, English and science.

Personal qualities needed:

- motivated and willing to work hard
- adaptable and efficient
- responsible
- willing to learn
- good with animals
- able to work well under pressure and as part of a team.

Useful experience:

- work with livestock or animals
- any type of farm work
- work with machinery
- engineering work such as welding
- forestry work
- labouring.

Related jobs: Agricultural/Horticultural Consultant, Farmer/Farm Manager, Dairy Farmer, Crop Farmer/Crop Manager, Wool Classer, Agricultural Field Representative, Shearer.

Vocational pathways: Primary industries.

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Farmer/Farm Manager

Summary

Farmers/farm managers are responsible for the planning, management and day-to-day running of farms. Farmers own the land they farm, while farm managers manage farms for farm owners.

Pay:

Pay for farmers/farm managers varies depending on experience, level of responsibility, farm type, and the profitability of the farm. According to a 2014 Federated Farmers/Rabobank survey:

- sheep stock managers earn an average of \$60,000 a year.
- sheep and beef farm managers earn an average of \$64,000 a year.

Farmers who own their own property and stock may earn significantly more than farm managers, depending on the profitability of their farms. Farm and stock managers may also be offered other benefits such as:

- free or subsidised accommodation, power, phone, food, milk or meat
- transport or petrol allowances and some or all meals.

The average value of these extra benefits is about \$5,000 a year.

Job opportunities: Opportunities for farmers/farm managers are good due to a shortage of skilled workers.

Length of training: No specific training requirements.

About the job

What you will do:

- attend stock sales, buy and sell stock and manage stock breeding programmes
- provide food, care and shelter for animals, and check and treat animals for diseases and parasites
- muster and shift stock, and/or hire and supervise workers
- buy feed, machinery and other farming materials
- check farming machinery and systems are working properly and make minor repairs
- maintain and clean farm buildings, yards and fences
- handle and train farm dogs
- manage financial and farming records, including the payment of farm accounts and tax.

Skills and knowledge needed:

- how to breed, care for, handle and feed animals
- farm and business management
- stock and pasture management
- how to build fencing, operate tractors and other farm machinery, and do general maintenance.

Kaiahuwhenua/Kaiwhakahaere Pāmu

How to enter the job

Although there are no specific entry requirements for becoming a farmer/farm manager, a qualification in agriculture is highly recommended.

Farm managers should gain at least a national certificate in their chosen field, such as beef or sheep farming, to improve their employment chances. For both roles you can gain a national certificate through a New Zealand agricultural cadet farm.

The cadet farms provide a live-in, one-to-two-year training programme, combining theory and practice, which enables cadets to gain skills to become work-ready.

Higher qualifications, such as diplomas in agriculture or farm management, are useful, and many farmers and farm managers complete degree courses such as a Bachelor of Agricultural Science or Commerce.

Secondary education: At least three years' secondary school education is recommended. Useful subjects include agriculture, maths, accounting, biology and science.

Personal qualities needed:

- confident and caring with animals
- willing to work hard
- independent and adaptable
- practical and responsible
- good communicators and managers
- well organised, with good planning skills.

Useful experience:

- any type of farm or farm management work
- animal-handling work
- driving tractors and using machinery
- engineering work such as welding
- shearing
- work as a stock and station agent, buying or selling sheep, cattle or deer
- managing others.

Related jobs: Agricultural/Horticultural Consultant, Dairy Farmer, Crop Farmer/Crop Manager, Agricultural Field Representative.

Vocational pathways: Primary industries.

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Summary

Fencers construct and repair fences, walls and gates.

Pay:

Pay for fencers varies depending on skills and experience.

- A new entrant usually earns \$17 an hour.
- Average pay for skilled fencers is about \$20 to \$23 an hour.
- The highest pay rate for fencers with managerial responsibilities is about \$28 an hour.
- Fencing contractors usually charge clients between \$42 and \$50 an hour, but must recoup expenses from this.

Job opportunities: Chances of getting a job as a fencer are good due to high demand for rural fencing.

Length of training: No specific training requirements.

About the job

What you will do:

- discuss fencing needs with customers
- estimate and quote prices for customers
- lay out fence lines
- dig fence post holes and position posts
- mix and pour concrete
- construct fences made of boards, wire, chain links, posts or other materials
- assemble gates and hang them in position
- build barriers, security fences, retaining walls, vineyard trellises, and other types of fences and walls
- run their own businesses.

Skills and knowledge needed:

- knowledge of fencing materials, designs and styles
- knowledge of costing methods and business management
- knowledge of how to use power tools and machinery
- practical skills such as carpentry, and the ability to make concrete.

How to enter the job

There are no specific requirements to become a fencer.

However, some employers prefer you have completed, or will support you to work towards, a National Certificate in Fencing or a National Certificate in Agriculture (Level 2), which has a fencing component.

National certificates in agriculture are overseen by the Primary Industry Training Organisation (Primary ITO) and involve theory work and on-the-job training.

National certificates in fencing are offered at Level 2, 3 and 4 by training providers throughout the country.

Secondary education: Useful subjects for fencers include maths, woodwork or workshop technology, and English.

Personal qualities needed:

- quick and efficient
- able to follow instructions
- able to do maths calculations
- well organised
- safety-conscious.

Useful experience:

- labouring
- building and construction work
- farming
- work with hand tools or welding equipment.

Many fencers start their career as casual labourers on fencing crews as a way of getting experience.

Related jobs: Farmer/Farm Manager, Carpenter, Farm Worker, Roofer, Scaffolder.

Vocational pathways: Primary industries.

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CV Builder

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Summary

Film and video editors tell a story by joining together film images, graphics and text for movies, television programs, video productions or commercials.

Pay:

Pay for film and video editors varies with the budget of the production and experience of the editor. They usually earn between \$40,000 and \$100,000 or more a year. Most film and video editors are self-employed and work on contract.

Experienced editors may earn up to:

- \$1,000 a day working on television commercials
- \$2,600 a week working on corporate videos, non-dramatic television programmes and online video work
- \$3,000 a week working on television dramas
- \$3,000 to \$4,000 a week working on feature films.

Job opportunities: Opportunities for film and video editors are poor due to a limited number of roles and high competition for positions.

Length of training: No specific training requirements.

About the job

What you will do:

- receive image footage
- convert all raw footage and back it up
- order the footage and match with sound files
- decide which shots are cut out or kept, in collaboration with the director and producer
- edit shots into a rough version
- colour correct the footage
- work on the soundtrack, add graphics and titles
- supervise the final mix of images with sound
- view films or videos with clients, journalists, writers, producers and directors.

Skills and knowledge needed:

- editing skills and up-to-date knowledge of editing technology or programmes
- technical skills, including using computer editing systems and equipment, and converting file types
- the ability to creatively use moving pictures and music to tell a story and create an emotional response
- skill in interpreting ideas
- knowledge of the production process
- knowledge of how visual and sound effects can enhance the film or video
- communication skills for working with clients, journalists, writers, producers and directors.

How to enter the job

There are no specific entry requirements to become a film and video editor as it is possible to be trained on the job. However, a tertiary qualification involving film and video editing is useful and sometimes needed to enter the industry.

Secondary education: There are no specific secondary education requirements to become a film and video editor, but English and media studies are useful subjects.

Personal qualities needed:

- creative
- methodical and well organised, with an eye for detail
- good at problem solving
- reliable and responsible
- able to work under pressure to meet deadlines.

Useful experience:

- experience making amateur films
- other television and film industry experience
- any training in the use of film editing equipment, especially computer programs such as Avid, Final Cut Pro and Premier Pro.

Related jobs: Artistic Director, Sound Technician, Journalist, Director (Film Television Radio Stage).

Vocational pathways: Creative industries.

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Summary

Film/television camera operators film events or scenes for television, movies or videos.

Pay:

Camera operators are usually freelancers and work on contracts. There may be periods where they do not have work. Pay varies by the size of production and the experience of the operator. These numbers are for New Zealand feature films, television series and commercials for 10-hour days:

- An entry level positions such as a video split operator, clapper/loader or second assistant usually start from \$35 an hour and can earn up to \$50 an hour.
- First assistants or focus pullers usually earn between \$55 and \$66.
- Camera operators usually earn between \$64 and \$150.
- Directors of photography can earn between \$150 and \$400 as rates are negotiable.

Job opportunities: Chances of getting a job as a film/television camera operator are poor due to high competition for a small number of vacancies.

Length of training: No specific training requirements.

About the job

What you will do:

- study scripts and interpret how scenes should look
- select suitable cameras and equipment
- decide on the location of cameras and lights
- set up the lighting for each scene
- carry and set up cameras and equipment such as lighting rigs and kits
- work with and follow the instructions of the director
- operate cameras to film or record the action
- keep the film in focus.

Camera operators filming current affairs, documentaries and low-budget videos may work without direction, and also operate sound and lighting equipment.

Skills and knowledge needed:

- technical skills for operating film and video cameras
- up-to-date knowledge of filming methods and equipment
- knowledge of exposure, focus, colour and lighting
- understanding of the filming process and how the film will be edited.

How to enter the job

Other than having knowledge of how to operate a camera, there are no specific entry requirements to become a film/television camera operator. However, a tertiary qualification in television, film or video production is useful.

Most television/film camera operators start out as a trainee then become a second assistant and learn skills on the job.

Secondary education: NCEA Level 2 English, maths, photography, physics and art are useful subjects. Some schools also offer unit standards in film and television.

Personal qualities needed:

- able to work well under pressure, especially when shooting for live television
- patient during long periods of recording
- efficient and reliable, as they may be working within time and budget constraints
- good communicators with people skills, as they work closely with other members of the production crew.

Useful experience:

- photography
- working for a production company
- filmmaking
- video or television work.

Related jobs: Film and Video Editor, Sound Technician, Director (Film Television Radio Stage), Lighting Technician, Photographer.

Vocational pathways: Creative industries.

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Finance Manager

Summary

Finance managers manage the financial risks, financial planning and daily running of an organisation.

Pay:

Pay for finance managers varies depending on the region they work in, and the size of the organisation they work for.

- Finance managers usually earn between \$80,000 and \$100,000 a year.
- Chief finance managers usually earn between \$100,000 and \$180,000.
- Finance managers may earn bonuses and perks such as company cars.

Job opportunities: Opportunities for finance managers are good due to high demand.

Length of training: 5 years of training usually required.

About the job

What you will do:

- manage the cash flow in and out of their organisation
- make decisions on how to invest company money
- monitor and report on financial trends and organisational efficiency
- check the financial and business risks of projects
- plan and prepare budgets and documents such as the annual report
- ensure business meets legal requirements
- ensure debts are collected.

Skills and knowledge needed:

- budgeting, finance, and accounting theory
- company, contract and industrial law
- how to write and present budgets.

Kaiwhakahaere Pūtea

How to enter the job

To become a finance manager you usually need to have:

- a degree in business management or commerce majoring in accounting
- a postgraduate qualification in finance and business management.

You also need to be a member of Chartered Accountants Australia New Zealand (NZICA).

Secondary education: A university entrance qualification is required to enter further training. Useful subjects include accounting, economics, te reo Māori, computing, English and maths with statistics and/or calculus.

Personal qualities needed:

- able to lead others
- skilled at communicating
- good at making decisions
- good at analysing information and writing reports
- good at maths.

Useful experience:

- experience supervising staff
- management or accounting experience
- banking experience.

Related jobs: Accountant, Accounts Officer, Administration Officer.

Vocational pathways: Services industries.

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Summary

Financial advisers give advice about financial planning, insurance, investing and other financial services.

Pay:

Pay for financial advisers varies depending on experience and what region they work in.

- A financial adviser with one to three years' experience can expect to earn between \$40,000 and \$75,000 a year.
- A financial adviser with three to seven years' experience and an established client base can earn between \$75,000 and \$115,000.
- Advisers usually earn commission on top of their salary.

Job opportunities: Opportunities for financial advisers are good due to demand for financial advice.

Length of training: 1–3 years of training usually required.

About the job

What you will do:

- clarify clients' short, medium and long-term financial goals
- prepare suitable financial plans and/or investment plans
- encourage clients to keep to their plans
- review the clients' taxation, retirement planning and sources of income
- review the clients' estate planning and insurance needs
- report on the clients' investments on a quarterly or half-yearly basis.

Skills and knowledge needed:

- the ability to understand and interpret financial and investment markets
- knowledge of financial planning, taxation, investments, mortgages and insurance
- the ability to research up-to-date market and financial information.

How to enter the job

To become an authorised financial adviser (AFA), you need to:

- gain the National Certificate in Financial Services – Financial Advice (Level 5)
- get authorisation to practise from the Financial Markets Authority (FMA)
- join and register with a Dispute Resolution Scheme (DRS)
- be registered on the Financial Service Providers Register (FSPR).

A degree or diploma in business studies or accounting is useful.

Financial advisers must complete at least 20 hours of professional development each year to remain authorised financial advisers.

Secondary education: NCEA Level 3 in English, maths with statistics, economics and/or accounting is preferred.

Personal qualities needed:

- honest and trustworthy
- able to keep information confidential
- able to use good judgement
- good communicators and listeners, as they have to relate to a wide range of people
- good at planning
- effective salespeople
- problem-solvers.

Useful experience:

- management experience
- accounting or auditing experience
- banking experience.

Related jobs: Accountant, Financial Dealer, Legal Executive, Insurance Agent.

Vocational pathways: Services industries.

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Financial Dealer

Summary

Financial dealers give advice and buy and sell shares listed on the stock exchange on behalf of clients.

Pay:

Pay for financial dealers varies depending on experience and how many clients they have.

- Financial dealers may earn between \$66,000 and \$80,000 a year.
- Senior financial dealers, with at least five years' experience, may earn \$80,000 to \$180,000.
- Financial dealers may earn a commission on top of their base salary.

Job opportunities: Opportunities for financial dealers are poor due to low staff turnover and declining demand.

Length of training: 1-4 years of training usually required.

About the job

What you will do:

- buy and sell shares for clients
- source clients to build up a customer base
- trade stocks on electronic markets
- advise clients about investments
- take orders to buy shares directly from the market
- comply with the rules of the New Zealand Exchange, and keep up to date with new developments
- calculate commission costs.

Skills and knowledge needed:

- knowledge of the New Zealand Exchange (NZX) rules and regulations
- up-to-date knowledge of the companies listed on the stock exchange
- awareness of current issues affecting the stock market, business trends, and trends in share prices and values in New Zealand and overseas.

Kaitakawaenga Hoko Hea

How to enter the job

To become a financial dealer you need to:

- gain the National Certificate in Financial Services – Financial Advice (Level 5)
- get authorisation to practise from the Financial Markets Authority (FMA)
- join and register with a Dispute Resolution Scheme (DRS)
- be registered on the Financial Service Providers Register (FSPR).

To trade on the New Zealand Exchange (NZX), you also need to:

- have six months' experience working and training under another NZX adviser
- sit and pass six subjects to gain the NZX Diploma
- purchase a sharebroker licence granted by the district court
- have no criminal convictions and never have been bankrupt or responsible for the liquidation of a company.

You can complete the NZX Diploma while training on the job.

Secondary education: It is recommended that you have NCEA Level 3 credits in English, maths with statistics, economics and/or accounting.

Personal qualities needed:

- able to make good judgements
- honest and able to keep information private
- competitive and proactive
- alert and able to cope with a lot of information at once
- good at doing research
- skilled in interpreting and analysing information
- good at communicating.

Useful experience:

- work in a bank
- accounting, statistical or marketing work
- clerical work in a financial dealing environment.

Related jobs: Financial Adviser, Insurance Agent, Sales Representative, Mortgage Broker.

Vocational pathways: Services industries.

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Summary

Firefighters educate the public about fire safety and fire prevention, and they control and put out fires.

Pay:

Pay for firefighters varies depending on experience, responsibilities and performance.

- Newly qualified firefighters usually earn \$42,000 a year.
- Firefighters with more than two years' experience can earn between \$53,000 and \$64,000.
- Station officers can earn between \$67,000 and \$83,000.
- Firefighters also receive allowances for working overtime.

Job opportunities: Chances of getting a job as a firefighter are poor due to strong competition for limited positions.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- educate the public about fire prevention and provide services such as installing and inspecting smoke alarms
- put out fires and prevent fires from spreading using hoses or portable extinguishers, as well as investigating fires to determine the cause
- attend accidents or emergencies such as motor vehicle accidents, chemical spills and chemical fires, natural disasters and weather-related emergencies
- provide first aid in the absence of paramedics
- carry out search and rescue operations in buildings, vehicles or aircraft
- help plan and develop evacuation schemes for commercial buildings
- participate in physical and emergency training.

Skills and knowledge needed:

- different types of fires and how to deal with them
- different methods for rescuing people from dangerous situations
- how to check, maintain and use firefighting equipment
- relevant fire safety legislation
- fire safety precautions, and how these relate to buildings and building construction
- how to handle dangerous goods
- how to identify potential fire dangers and risks and eliminate or reduce them
- how to educate people about fire prevention.

How to enter the job

There are no specific requirements to become a firefighter.

To begin work as a trainee firefighter you need to pass a 12-week training course based in Rotorua, which involves theory and practical training.

To be eligible for the training course, you need to be a New Zealand citizen or have permanent residency status, and be living in New Zealand permanently. You also need to pass:

- literacy, numeracy and abstract reasoning assessments
- a fitness test
- a practical assessment
- an interview and reference checks.

You also need to undergo a medical exam and a police background check. Some convictions, such as arson, drink driving, violence, drugs and dishonesty offences, mean your application will be automatically declined.

Some medical conditions, such as having asthma, may also make you ineligible for entry, due to high health risks.

You can also train as a firefighter through the Royal New Zealand Air Force. You must enter basic military training before being accepted onto their firefighting training programme.

Secondary education: No specific secondary education is required, but maths, science and English to at least NCEA Level 1 are useful.

Personal qualities needed:

- able to relate well to people from different cultures, lifestyles and age groups, and enjoy working in the community
- confident and able to remain calm in emergencies
- able to make good judgements
- patient, quick and efficient
- resilient, disciplined and reliable
- able to work well in a team
- good at communicating.

Useful experience:

- volunteer, rural, airport or armed services firefighting
- working with people from a diverse range of communities, ethnicities and backgrounds
- public speaking and training experience
- involvement in community-based activities and programmes.

Related jobs: Paramedic, Police Officer, Environmental Health Officer, Health and Safety Inspector.

Vocational pathways: Social and community services.

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Fishery Officer

Summary

Fishery officers gather information on all aspects of the fishing industry and enforce fisheries laws.

Pay:

Pay for fishery officers varies according to experience.

- Fishery officers start on around \$48,000 a year.
- This can increase to around \$69,000, depending on competency and experience.
- Fishery officers in more specialised roles, such as investigators, may earn up to \$81,000.
- Fishery officers also receive a 10% allowance for overtime.

Job opportunities: Chances of getting a job as a fishery officer are poor as the workforce is small and there are limited vacancies each year.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- educate people involved in using New Zealand's fisheries resources
- talk to schools and fishing, diving and boating clubs
- inspect fishing vessels
- inspect retail outlets such as restaurants and fish shops
- enforce commercial catch limits and ensure that commercial fishing businesses have the correct documentation
- enforce fish and shellfish quotas
- undertake investigative and surveillance work
- take legal action against people who break the fisheries laws
- gather, record and analyse information on fishing and associated sectors
- assist iwi groups with access to their customary fishing rights
- act as a project leader or network co-ordinator for honorary fishery officers (volunteer officers).

Skills and knowledge needed:

- knowledge of environmental issues
- knowledge of laws and regulations relating to catching fish and shellfish
- an understanding of the Treaty of Waitangi and the Fisheries Settlement Act.

Āpiha Hao Ika

How to enter the job

To become a fishery officer you need to undergo a psychological profiling test and a three-month training course at the Royal NZ Police College.

You also need a driver's licence, must have no criminal convictions and pass minimum fitness standards.

Secondary education: NCEA Level 2 in English and maths or an equivalent qualification is required.

Personal qualities needed:

- good at communicating and relating to people
- good at analysing information and making decisions
- good at reading and writing, and using a computer
- motivated, able to work well under pressure and meet deadlines
- assertive
- honest and reliable
- observant
- able to work well in a team
- able to handle conflict.

Useful experience:

- work in law enforcement
- work for the Royal NZ Navy or NZ Army
- any marine or fishing experience
- work in the education field
- experience in the electronic security and/or surveillance industry
- any work with people of different ethnic backgrounds.

Related jobs: Police Officer, Customs Officer, Ranger, Health and Safety Inspector, Immigration Officer.

Vocational pathways: Primary industries, Social and community services.

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Summary

Fishing skippers are responsible for running a fishing boat. Responsibilities range from navigating the vessel and organising the crew, to catching and processing fish.

Pay:

- Inshore fishing skippers usually earn between \$40,000 and \$80,000 a year, and a few may earn more than \$100,000.
- Deep-sea fishing skippers usually earn between \$130,000 and \$280,000.

Job opportunities: Chances of getting a job as a fishing skipper are average, but expected to improve due to an ageing workforce.

Length of training: Less than 2 years of training required.

About the job

What you will do:

- hire and direct the crew
- navigate their fishing boats to and from fishing grounds
- manage the deck and fishing duties
- record fish catches and keep quality control records
- ensure the ship is properly equipped and maintained
- ensure the health and safety of the crew
- undertake maintenance and emergency repairs.

Skills and knowledge needed:

- vessel-handling skills and an understanding of their vessel's capabilities and equipment
- good navigational skills
- knowledge of the habits and location of the fish species they're catching
- the ability to identify fish using radar and echo-sounders
- knowledge of tides, coastlines, marine hazards and the weather
- an understanding of health, safety and hygiene rules and regulations
- knowledge of the Fisheries Act, Maritime Safety Authority requirements, and fishing quotas.

How to enter the job

To gain fishing skipper qualifications you must complete vessel time (time at sea working on a boat or ship) and classroom training.

To become a deep-sea fishing skipper you need to have:

- experience working as a first or second mate on a ship's bridge
- skipper fishing vessel unlimited certificate.

To become an inshore fishing skipper you need to have:

- experience working as a deckhand
- skipper restricted limit certificate
- skipper fishing vessel certificate.

Fishing skippers who run their own boat must hold a fishing permit and Annual Catch Entitlement (ACE) and/or quota shares.

Secondary education: NCEA Level 2 English and maths are useful.

Personal qualities needed:

- responsible, practical, and able to work well under pressure
- safety-conscious
- able to think on their feet and remain calm in emergencies
- good at communicating and leading others
- good at making decisions.

Useful experience:

- general deckhand work
- work as a first or second mate on a fishing boat
- navigational work
- other sea or boat work
- other commercial fishing experience.

Related jobs: Aquaculture Farmer, Ship's Officer, Fishery Officer, Ship's Master, Deckhand.

Vocational pathways: Primary industries.

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Flight Attendant

Summary

Flight attendants make sure that passengers travelling in aeroplanes are safe and comfortable.

Pay:

Pay for flight attendants depends on whether they are working on domestic, trans-Tasman or international flights.

- Flight attendants usually start on between \$31,000 and \$35,000 a year.
- With more experience they can expect to earn between \$40,000 to \$45,000, plus allowances.
- Flight service managers can earn up to \$60,000.
- Flight attendants get meal, accommodation, uniforms and grooming allowances. Allowances are usually between \$10,000 and \$12,000 a year.

Job opportunities: Chances of getting a job as a flight attendant are poor in most regions, but good in Auckland and Christchurch.

Length of training: Less than 1 of training required.

About the job

What you will do:

- look after passengers' comforts, needs and safety during flights
- check emergency and safety equipment before each flight
- prepare and check the catering, bar and cabin before each flight
- greet passengers, help them stow their luggage and check that they are seated safely
- demonstrate aircraft emergency procedures and safety features to passengers
- serve and clear away food and drinks
- hand out, and help passengers complete arrival documentation on international flights
- keep in contact with other members of the flight crew
- use their knowledge of first aid to help sick passengers.

Skills and knowledge needed:

- knowledge of flight and emergency procedures
- ability to operate emergency equipment
- hospitality skills for serving food and drinks
- first aid and medical skills
- ability to assist people with special needs, such as young children or people with disabilities
- ability to give tourists tips and guidance on their stay in New Zealand.

Tūmau Waka Rererangi

How to enter the job

To become a flight attendant you must:

- be a New Zealand permanent resident
- be at least 18 years old
- have 18 months' (minimum) experience in a customer service role
- hold a current first aid certificate
- hold a current passport without restrictions
- pass aviation security clearance checks.

Individual airlines may have additional entry requirements. For example, some airlines have height restrictions or require flight attendants to be able to swim at least 50 metres.

Most airlines require prospective flight attendants to be assessed as part of the interview process or complete a pre-employment training course.

Once accepted for work on an airline, trainee flight attendants attend a training course and complete assessments before starting work as flight attendants.

Each airline has its own training programme that helps flight attendants maintain and develop their skills and knowledge on the job.

It is useful for flight attendants to be fluent in another language such as: Cantonese, Fijian, French, German, Japanese, Mandarin, Samoan, Spanish, Tongan.

Secondary education: Flight attendants usually need to have NCEA Level 3, including English. Languages are also useful.

Personal qualities needed:

- customer-focused and friendly
- good communicators who can interact well with people from a range of cultures
- responsible, practical, and professional
- able to work well in a team
- efficient, organised, resourceful and alert.

Useful experience:

- customer service
- nursing
- teaching
- nannying
- tourism or hospitality work
- work in a travel agency
- work that involves speaking another language.

Related jobs: Waiter/Waitress, Aeroplane Pilot.

Vocational pathways: Services industries.

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Summary

Floor and wall tilers lay tiles on internal and external walls and floors.

Pay:

Apprentice floor and wall tilers may start on the training minimum wage, with their pay increasing as they gain experience and unit standards.

- New floor and wall tilers not doing an apprenticeship usually start on minimum wage or a little more, with their pay increasing as they gain experience.
- Experienced floor and wall tilers usually earn between \$25 and \$36 an hour.
- Those running their own business may earn more than this, but their income depends on the success of their business.

Job opportunities: Chances of getting a job as a floor and wall tiler are good, especially in Auckland and Christchurch.

Length of training: 3 years of training usually required.

About the job

What you will do:

- discuss tiling designs and options with clients, and give quotes
- measure and mark surfaces based on plans
- clean and prepare surfaces
- lay liquid waterproof membrane in showers and bathrooms
- make and lay cement for tiles to be laid on
- cut, shape and lay tiles
- grout, seal and polish tiles.

Skills and knowledge needed:

- knowledge of tiling methods and materials
- the ability to interpret plans and clients' ideas
- ability to calculate tile layout and cut tiles with as little waste as possible
- knowledge of how to use tiling and cutting tools
- knowledge of health and safety regulations.

Self-employed floor and wall tilers also need business skills.

How to enter the job

Building and Construction Industry Training Organisation website - information on training as a floor and wall tiler.

Secondary education: No specific secondary education is required, but maths, English and technology to NCEA Level 2 are useful.

Year 11 and 12 students can learn more about the construction industry, and gain relevant skills, by doing a National Certificate in Building, Construction and Allied Trades (Levels 1 and 2) through the BConstructive programme.

For Year 11 to 13 students, the Gateway programme is a good way to gain industry experience.

These programmes may help you gain an apprenticeship, but do not reduce the amount of time it takes to complete it.

Personal qualities needed:

- careful, methodical and accurate
- able to follow instructions
- able to work independently and as part of a team
- trustworthy and reliable
- skilled at planning
- good at basic maths.

Useful experience:

- building work
- construction work.

Related jobs: Bricklayer, Floor Covering Installer, Painter and Decorator.

Vocational pathways: Construction and infrastructure.

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Floor Covering Installer

Summary

Floor covering installers lay, replace and repair floor coverings such as carpet, linoleum, vinyl and timber.

Pay:

Pay for floor covering installers varies depending on experience. Floor covering installers may receive an hourly rate, but are often paid a contract rate per metre of flooring installed.

- New floor covering installers usually start on minimum wage or a little more.
- Apprentice glaziers usually start on the training rate or minimum wage, but earn more as they gain experience and unit standards.
- Newly qualified floor covering installers usually earn between \$18 and \$20 an hour.
- Experienced floor covering installers usually earn between \$25 and \$31 an hour.
- More than half (55%) of floor covering installers are self-employed. Their income depends on the success of their business.

Job opportunities: Chances of getting a job as a floor covering installer are good due to a shortage of workers.

Length of training: 2-3 years of training usually required.

About the job

What you will do:

- check customers' requirements
- prepare quotes for jobs
- measure and prepare areas to be covered
- measure, cut, apply and secure floor coverings
- mix and apply resin flooring
- repair damaged floor coverings
- install and/or sand timber floors.

Skills and knowledge needed:

- knowledge of how to prepare floors for covering
- knowledge of different types of flooring materials and how to cut and fit or apply them
- technical skills such as knowing how to measure a floor's moisture content
- skill in using specialised equipment such as floor sanders
- knowledge of health and safety equipment and processes.

Floor covering installers who are self-employed also need business skills.

Kaiwhakauru Uhi

How to enter the job

- National Certificate in Flooring: Trade Supply (Level 3) – for working in manufacturing and wholesale sales
- National Certificate in Flooring (Level 4) – for installing floor coverings
- National Certificate in Flooring: Resin Flooring Application (Level 4) – for installing resin flooring
- National Certificate in Flooring: Flooring Planning – Design (Level 4) – for working in retail flooring sales.

The Building and Construction Industry Training Organisation (BCITO) oversees floor covering apprenticeships.

Secondary education: No specific secondary education is required, but NCEA Level 1 English, maths and technology are useful.

Year 11 and 12 students can learn more about the construction industry, and gain relevant skills, by doing a National Certificate in Building, Construction and Allied Trades (Level 1 and 2) through the BConstructive programme.

For Year 11 to 13 students, the Gateway programme run by the Building and Construction Industry Training Organisation (BCITO) is a good way to gain industry experience.

These programmes may help you gain an apprenticeship, but do not reduce the amount of time it takes to complete it.

Personal qualities needed:

- careful and accurate, with an eye for detail
- able to follow instructions
- able to work well under pressure
- able to work well with others
- good at basic maths
- safety-conscious.

Useful experience:

- work as a flooring salesperson
- work as a storeperson in a flooring warehouse
- work in a carpet factory
- building work.

Experience in joinery or woodworking is useful for floor covering installers who work with timber floors.

Related jobs: Floor and Wall Tiler, Carpet Cleaner, Painter and Decorator.

Vocational pathways: Construction and infrastructure.

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Summary

Florists design and prepare flower arrangements, and sell flowers, indoor plants and accessories such as vases and baskets.

Pay:

Pay for florists varies depending on experience.

- An apprentice florist can expect to earn minimum wage.
- A florist who has just earned a Level 3 qualification in floristry can expect to earn slightly above minimum wage.
- Senior florists with three or more years' experience usually earn \$20 to \$22 an hour.
- Those who manage and/or own a florist business may earn \$25 an hour or more.

Job opportunities: Chances of getting a job as a florist are average for those wanting to enter the role, but good for those with experience and/or a qualification in floristry or horticulture.

Length of training: 0-3 years of training usually required.

About the job

What you will do:

- help people choose flowers or plants
- design and put together flowers in bouquets, posies and arrangements
- deliver or arrange delivery of flowers
- look after flowers and indoor plants
- buy plants, wrap, vases and baskets from sales representatives
- keep records and accounts
- attend markets and auctions and bid for flowers.

Skills and knowledge needed:

- knowledge of flowers and plants
- ability to care for and arrange cut flowers
- knowledge of trends in floristry
- knowledge of Interflora and Teleflora ordering procedures
- business management, basic maths and accounting skills
- sales skills
- knowledge of basic first aid and occupational health and safety procedures.

How to enter the job

There are no entry requirements for becoming a florist, as many skills are gained on the job.

However, most employers prefer you to have a floristry qualification such as a National Certificate in Floristry. You can get a floristry qualification through on-the-job training or by studying at a polytechnic.

Secondary education: Three years of secondary education is needed to enter many floristry courses. English, design and art are useful subjects.

Personal qualities needed:

- creative and artistic, with a good eye for colour, texture and detail
- confident
- adaptable
- good with people, and excellent communicators
- skilled at planning and organising.

Useful experience:

- work experience in florist shops
- work that involves customer service or handling money
- window-dressing work
- work in plant nurseries
- graphic design.

Related jobs: Retail Sales Assistant, Visual Merchandiser, Nursery Grower/Worker.

Vocational pathways: Services industries, Creative industries.

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Flying Instructor

Summary

Flying instructors teach people how to fly aeroplanes, helicopters or other aircraft.

Pay:

Pay for flying instructors depends on experience, their employer, the aircraft they operate, their knowledge of different flying techniques, and the number of hours of instruction they've done.

- C-category (entry-level) flying instructors usually earn between \$18 and \$30 an hour and typically work part time.
- B-category (mid-level) instructors usually earn between minimum wage and \$70,000 a year.
- A-category (senior) instructors usually earn between \$70,000 and \$100,000.
- Flying instructors are usually paid by the number of hours they spend in the air. They may also be paid a retainer. Larger organisations have more students and tend to pay higher salaries.

Job opportunities: Chances of getting a job as a flying instructor are average as vacancies are common, but competition for them is high.

Length of training: 3-5 years of training usually required.

About the job

What you will do:

- teach the principles of flight, navigation and weather
- prepare training programmes
- teach students how to handle aircraft and how to fly during the day, at night and by using navigational instruments
- teach and follow aviation rules
- do preflight checks on aircraft
- test students' skills and knowledge
- teach qualified pilots about new types of equipment or different aircraft.

Skills and knowledge needed:

- excellent flying skills
- knowledge of the technical and theoretical aspects of flying, including how aircraft fly and aircraft technology
- teaching skills
- risk management skills
- knowledge of civil aviation rules and laws
- skill in flight planning and navigation
- an understanding of how weather can affect an aircraft.

Kaiwhakaako Waka Rererangi

How to enter the job

The first step to becoming a flying instructor is to get your Commercial Pilot Licence (CPL). After receiving your CPL, you need to study for an aeroplane or helicopter instructor rating.

To receive an entry-level, C-category flying instructor rating, you must have:

- 100 hours of indirect supervision flight time (where an A- or B-category flying instructor is present) or have held a CPL for a minimum of six months
- a pass score on an approved instructional techniques course
- at least 25 hours of dual flight instructor training through an approved flight training programme
- a pass score on a flight instructor rating test, which includes oral and practical testing.

Secondary education: To get your Commercial Pilot Licence (before becoming a flying instructor) you usually require NCEA Level 2 with English and maths.

Personal qualities needed:

- supportive, patient and positive
- excellent communicators with good people skills
- outgoing and friendly
- able to think logically
- able to follow procedures and act responsibly
- good at making decisions under pressure.

Useful experience:

- teaching
- work with machinery
- work in meteorology.

Related jobs: Aeroplane Pilot, Helicopter Pilot.

Vocational pathways: Services industries.

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Food and Beverage Factory Worker

Summary

Food and beverage factory workers prepare ingredients, operate machinery, and bottle or package products. They work in factories that make or process a variety of food or drinks.

Pay:

Wages for food and beverage factory workers vary depending on experience, number of hours worked and the type of position.

- Inexperienced workers start on the minimum wage.
- Workers with some experience usually earn between \$18 and \$25 an hour.

Job opportunities: Chances of getting a job as a food and beverage factory worker are average due to staff staying in their jobs, but good due to lots of seasonal vacancies and the large size of the occupation.

Length of training: No specific training requirements.

About the job

What you will do:

- collect raw materials for processing
- measure, mix and cook raw materials
- control the temperature and automated processes for making products
- check the quality of the product and document results at certain times of the production process
- operate and maintain machines
- inspect and pack the final product
- clean and sterilise the factory processing area.

Factory workers may do other tasks such as preserve fish and meat, and peel, slice and can vegetables depending on the type of factory they work in.

Skills and knowledge needed:

- the product being made or processed
- safety and hygiene regulations
- practical skills to operate food manufacturing and processing machinery.

Kaimahi Tohitū Whakanao Kai/Inu

How to enter the job

There are no specific entry requirements to become a food and beverage factory worker, but some employers may require you to pass a medical examination before starting work.

Courses in food hygiene and food technology are useful to become a food and beverage factory worker.

Food and beverage factory workers gain skills on the job and can earn national certificates in food and related products processing through Competenz.

Training may include learning about hygiene practices, communication skills, teamwork and leadership, and how to operate computerised machinery and vehicles such as forklifts.

Secondary education: There are no specific secondary education requirements. However, some employers prefer a minimum of three years of secondary education and basic maths and English.

Personal qualities needed:

- accurate and careful
- good at maths
- responsible and able to make good judgements
- honest
- good team workers
- good at communicating
- able to follow instructions.

Useful experience:

- food retailing
- factory work
- working in a bakery
- brewery work
- manufacturing work.

Experience with computers may be useful in some factories.

Related jobs: Meat/Seafood Process Worker, Baker, Dairy Products Maker, Kitchenhand, Chemical Production Operator.

Vocational pathways: Manufacturing and technology.

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Food Technologist

Summary

Food technologists research and develop new food and beverage products and/or improve the quality of existing products.

They may also develop or improve the processing, packaging, storage, and safety of food in line with government and industry standards.

Pay:

Pay for food technologists varies depending on location and experience.

- Graduates usually earn \$50,000 a year.
- Food technologists with two to three years' experience usually earn \$60,000 to \$70,000.
- Senior food technologists with five to 10 years' experience usually earn \$75,000 to \$95,000.

Job opportunities: Chances of getting a job as a food technologist are good due to growing demand and a shortage of workers.

Length of training: 3-5 years of training required.

About the job

What you will do:

- improve or develop new food and drinks
- make test samples of food products and conduct trials
- source and select ingredients for food products
- manage or supervise development and production of food and drinks
- improve efficiency of manufacturing processes
- develop new food packaging or improve current packaging
- ensure food products meet specifications and standards (quality assurance)
- investigate the sensory and nutritional properties of foods.

Skills and knowledge needed:

- knowledge of food and drink products
- knowledge of food processing and production methods
- knowledge of hygiene and quality standards
- skill in analysing and interpreting research results
- practical skills for performing experiments and operating scientific equipment
- writing skills, for writing reports and for publications
- maths and computer skills.

Kaihanganarau Kai

How to enter the job

To become a food technologist, most employers require you to have a Bachelor's degree in food technology, food science or food engineering.

Food technologists are often required to complete on-the-job training programmes specific to the products and processes they are working with.

Secondary education: For food technology and engineering courses, you usually need NCEA Level 3 maths, physics and chemistry. Biology can also be helpful.

For food science the requirements are similar, but for most courses there is less emphasis on physics.

Personal qualities needed:

- accurate
- patient and persistent
- able to work well under pressure
- good at problem solving
- good at planning and organising.

Useful experience:

- food processing or production work
- laboratory work
- quality assurance work
- business management or marketing.

Related jobs: Chemist, Microbiologist, Chemical Engineer, Biochemist, Biotechnologist.

Vocational pathways: Manufacturing and technology, Primary industries.

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Summary

Foreign policy officers represent New Zealand's interests overseas and provide policy advice to the Government on foreign affairs and trade issues.

Pay:

Pay for foreign policy advisers varies depending on qualifications and experience.

- Pay for people entering the role as a recent university graduate begins at about \$51,000 a year. After that, remuneration is linked to the Ministry of Foreign Affairs and Trade's performance management system.

Job opportunities: Job opportunities for foreign policy officers are average as the number recruited each year varies depending on demand.

Length of training: 4 years of training usually required.

About the job

What you will do:

- work in embassies, high commissions and consulates overseas to promote New Zealand's interests
- seek improved access for New Zealand exports and help organise trade missions
- negotiate treaties and agreements with other countries
- liaise with local authorities in other countries
- study and report on political and economic developments
- help develop foreign policy and trade policy
- draft briefing papers and submissions
- inform industries about other countries' trade policies.

Skills and knowledge needed:

- an interest in, and knowledge of, political, economic, industrial, social and cultural aspects of New Zealand life
- knowledge of the politics and cultures of other countries
- knowledge of international affairs.

The ability to communicate in a foreign language is useful but not essential.

How to enter the job

To become a foreign policy officer you need:

- to have relevant experience in the public or private sectors, be a recent graduate, or be in the final year of postgraduate studies
- to pass a security clearance.

Graduates are normally required to have one of the following:

- a conjoint degree that includes either a Bachelor of Law, or an economics degree
- an Honours degree
- a postgraduate degree.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful subjects include English, other languages and economics.

Personal qualities needed:

- adaptable, versatile and resilient
- able to relate to people from a wide range of cultures
- able to persuade and influence others
- able to work well as part of a team
- excellent communicators
- good at analysing and interpreting information.

Foreign policy officers also need to have common sense, a strong sense of New Zealand identity, and be willing to travel and live overseas for extended periods.

Useful experience:

- work with international organisations
- legal work
- economics and trade work
- public policy work
- experience working with people from different cultures.

Related jobs: Policy Analyst.

Vocational pathways: Social and community services.

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Forensic Scientist

Summary

Forensic scientists apply scientific knowledge and skills to investigating crimes. The information they provide can help the police to find or eliminate a suspect in a crime. Some forensic scientists do research into developing or improving forensic techniques.

Pay:

Forensic scientists assisting crime investigation usually earn \$40,000 to \$60,000 a year. Senior forensic scientists with several years' experience can earn \$80,000 or more.

- Pay for forensic scientists doing research in government research organisations and universities depends on their qualifications and experience.
- With a Master's degree most earn about \$55,000 to \$75,000 per year.
- With a PhD, most earn about \$76,000 to \$94,000.
- With more responsibility and experience, pay could rise to about \$130,000 or more.

Job opportunities: Chances of getting a job as a forensic scientist are poor, as the occupation is small and competition for jobs is strong.

Length of training: 3-5 years of training required.

About the job

What you will do:

- visit crime scenes to find evidence
- take notes and draw sketches of crime scenes
- analyse physical evidence such as fibres, glass, debris, firearms, bullets and marks made by tools or weapons
- identify drugs found on people or at crime scenes
- analyse biological evidence such as hair and blood
- analyse body tissues for poisons
- write reports on the results
- give evidence in court
- investigate civil court cases such as fire or insurance claims
- train police staff in collecting evidence.

Skills and knowledge needed:

- knowledge of the chemical make-up of things such as paint or textiles, blood, body tissues and DNA
- knowledge of poisons and drugs, firearms and explosives
- skill in analysing and interpreting research results and other information
- research skills
- practical skills for performing experiments and operating scientific equipment.

Kaipūtaiao Taihara

How to enter the job

To get a job as a forensic scientist, you need to have a minimum of a Bachelor of Science (BSc) majoring in chemistry, biochemistry, biotechnology, medical laboratory science or molecular biology – depending on which area of forensics you want to specialise in.

However, in addition to this employers may prefer a certificate, diploma or Masters in Forensic Science.

Entry requirements for forensic positions in the police are:

Fingerprint Officers

- A degree in science, mathematics or computer studies.
- Qualification is through the Fingerprint Officer five year training programme, co-ordinated through Police National Headquarters and the Royal New Zealand Police College.

Behavioural analysts

- Masters in psychology minimum, with an emphasis on behavioural psychology, and some criminology.

Electronic Crime Analysts

- Trainee positions require at least a Bachelor's degree or equivalent, as well as MCP, Network Plus and similar certifications, and relevant industry experience. Trainees enter a structured career development programme to qualify as analysts.

Document Examiners

- Trainee positions require at least a Bachelor's degree such as science, including chemistry papers, some have a Masters degree in forensic science.

Scene of Crime Officers (SOCOs)

- May have completed a Certificate or Diploma in forensic science.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful school subjects include maths with statistics and/or calculus, biology, chemistry and English.

Personal qualities needed:

- good at problem solving and maths
- good at communicating
- honest, responsible and able to keep information private
- accurate, with an eye for detail
- able to work well under pressure.

Useful experience: Includes laboratory work, and work in the fields of medicine or chemistry.

Related jobs: Pathologist, Biochemist, Medical Laboratory Scientist.

Vocational pathways: Manufacturing and technology, Social and community services.

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Summary

Forest managers plan and direct the planting, growth, harvesting and protection of forests meant for wood production.

Pay:

Pay for forest managers varies depending on experience.

- Graduate forest managers with up to two years' experience earn between \$41,000 and \$52,000 a year.
- Senior forest managers earn between \$60,000 and \$130,000.

Job opportunities: Chances of getting a job as a forest manager are good due to strong demand.

Length of training: 3 years of training usually required.

About the job

What you will do:

- plan and direct forest operations or new forest developments, including planting, pruning, forest growth measurement and tree harvesting
- manage forestry contractors carrying out forest operations
- manage the business and financial side of forest operations
- manage finances, work out the value of forest crops and plan how to meet future demand for wood
- ensure health and safety requirements are met
- monitor forest health, security, fire prevention, and the effects of forestry activities on the environment.

Skills and knowledge needed:

- understanding of forest ecosystems and forest management processes
- knowledge of wood, forest products and product development
- understanding of the Resource Management Act
- knowledge of environmental protection methods
- knowledge of forest fire prevention and safety methods
- knowledge of health and safety legislation
- management and budgeting skills.

How to enter the job

To become a forest manager you need to have either:

- a Diploma in Forest Management (Level 6) from Waiariki Institute of Technology
- a degree in forestry science or forest engineering (Level 8) from the University of Canterbury.

A marketing and business qualification or management experience may also be useful for forest managers. You also need to have a driver's licence.

Secondary education: A tertiary entrance qualification is required. Useful subjects include maths (with statistics and probability), biology, chemistry and English.

Personal qualities needed:

- good at planning, organising and problem solving
- good communicators, as they deal with a variety of people
- computer literate
- adaptable and practical
- responsible and alert
- assertive
- enthusiastic about the outdoors.

Useful experience:

- work in a related role such as silviculture or harvesting forestry worker
- management roles.

Related jobs: Forestry and Logging Worker, Forestry Scientist.

Vocational pathways: Primary industries.

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Forestry and Logging Worker

Summary

Forestry and logging workers plant, maintain, measure, cut and clear trees from forests.

Pay:

Pay for forestry and logging workers varies depending on experience.

- Trainee forestry and logging workers usually earn between \$32,000 and \$40,000 a year.
- Experienced workers usually earn between \$40,000 and \$60,000.
- Forestry silviculture workers are usually paid on a piece-rate basis – for example, when pruning they are paid a set amount for every tree they prune.

Job opportunities: Opportunities for forestry and logging workers are good due to high demand.

Length of training: More than 1 year of training usually required.

About the job

What you will do:

- prepare and maintain the ground surrounding trees
- plant and prune trees
- monitor and measure the growth of trees
- select and cut down trees
- use harvesting machinery to drag logs from the bush and remove branches from logs
- operate loaders to move logs into stacks or to load trucks
- assess log quality, and cut to size
- maintain and repair chainsaws and equipment
- measure and grade logs.

Skills and knowledge needed:

- knowledge of tree and timber types
- knowledge of tree pruning, felling, cutting and trimming methods
- an understanding of health and safety requirements in the forest, including first aid skills
- chainsaw operation skills
- mechanical skills
- heavy vehicle handling skills
- firefighting skills.

Kaimahi Waonui/Tope Rākau

How to enter the job

There are no specific requirements to become a forestry and logging worker as skills are gained on the job.

You can complete a national certificate in forest operations while working. This can be done as part of an apprenticeship.

Secondary education: There are no specific secondary education requirements, but NCEA Level 1 maths and English are seen as an advantage by most employers.

Personal qualities needed:

- practical
- motivated and hard-working
- safety-conscious
- able to make good judgements
- able to work well under pressure
- able to work as part of a team.

Useful experience:

- timber mill work
- work as a volunteer firefighter
- experience driving heavy vehicles
- farm work.

Related jobs: Forest Manager.

Vocational pathways: Primary industries.

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Summary

Forestry scientists research forest growth, wood processing, conservation and different types of trees and how these can be used.

Pay:

Pay for forestry scientists at research institutions:

- Those with a Bachelor's degree usually earn between \$35,000 and \$75,000 a year.
- Those with postgraduate degrees usually earn between \$56,000 and \$98,000.
- Those with several years' experience and increased performance and responsibility may earn between \$110,000 and \$150,000.

Pay for forestry scientists at universities:

- Lecturers/postdoctoral teaching fellows usually earn between \$70,000 and \$87,000 a year.
- Senior lecturers usually earn between \$89,000 and \$106,000.
- Associate professors usually earn between \$117,000 and \$133,000.
- Professors usually earn between \$135,000 and \$170,000.

Job opportunities: Chances of getting a job as a forestry scientist are good due to a shortage of workers.

Length of training: 3–4 years of training required.

About the job

What you will do:

- measure and analyse tree and forest growth
- develop new timber products or forestry technology
- investigate damage to trees caused by diseases
- study the impact of forestry on communities, and the impact of communities on forests
- study parts of the forestry industry such as transport of forest products or export of wood and paper products
- write and publish reports on research findings.

At the technician level, the main tasks are to help scientists prepare and carry out a range of experiments and tests.

Skills and knowledge needed:

- knowledge of environmental issues
- knowledge of the latest forestry research and equipment
- research skills
- practical skills for performing experiments and operating scientific equipment.

How to enter the job

To become a forestry scientist you need to have a degree in forestry science or engineering, or a related subject such as molecular biology, botany or plant physiology.

Employers increasingly prefer you to also have a postgraduate qualification such as a Masters in science or engineering, majoring in forestry science.

At the technician level, a Bachelor's degree in a related science subject is the minimum entry requirement.

Secondary education: A tertiary entrance qualification is required to enter further study. Maths, English, biology, chemistry and physics are preferred.

Personal qualities needed:

- good at planning and organising
- skilled in writing reports and publications
- skilled at maths
- adaptable
- enquiring and observant
- open-minded and hard-working
- patient and methodical, as some research may take a long time.

Useful experience:

- summer placements working as a technician while studying for a Master's degree
- working as a volunteer in ecology and conservation
- experience driving four-wheel-drive and all-terrain vehicles.

Related jobs: Agricultural/Horticultural Scientist, Agricultural/Horticultural Consultant, Microbiologist, Biochemist.

Vocational pathways: Primary industries.

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Forklift Operator

Summary

Forklift operators operate vehicles that have a lifting platform for shifting and stacking heavy articles such as pallets, bales, crates, containers or cartons.

Pay:

- Pay for forklift operators depends on the industry they work in and their level of experience. However, they usually earn between \$16 and \$21 an hour.

Job opportunities: Chances of getting a job as a forklift operator are good due to growing demand and high turnover.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- carry out maintenance checks on forklifts
- operate forklifts in areas such as warehouses, construction sites and wharves
- make sure loads are stable and safe
- fill in paperwork, such as delivery forms, and electronically record the movement of goods.

Skills and knowledge needed:

- good driving skills
- a thorough understanding of the operation and limitations of a forklift
- the ability to judge distances, weights and volumes
- knowledge of the code of practice for forklift operators, including health and safety regulations
- knowledge of the fuel requirements of different forklifts including diesel, LPG, CNG (compressed natural gas) and battery-operated models.

Kaitaraiwa Waka Uta

How to enter the job

To become a forklift operator you need a Forklift Operator Certificate. The certificate shows that you have been trained according to the Ministry of Business, Innovation and Employment's code of practice.

To operate a heavy forklift, you need to have a Class 2 driver's licence.

To operate a forklift on a road or in a public space, you must have a Class 1 driver's licence with a forklift (F) endorsement.

F endorsements are not compulsory to be a forklift operator unless driving on the road. However, most employers prefer you to have them.

Secondary education: There are no specific secondary education requirements to become a forklift operator, but employers usually prefer you to have NCEA Level 1 with maths and English.

Personal qualities needed:

- accurate
- co-ordinated
- careful and alert
- practical
- able to follow instructions.

Useful experience:

- warehouse and cold-store work
- stevedoring
- work as a loader-driver
- any driving work.

Experience driving heavy vehicles or any work in manufacturing or transport and logistics industry is also helpful.

Related jobs: Crane Operator, Furniture Packer/Mover, Stevedore, Tow Truck Operator.

Vocational pathways: Construction and infrastructure, Manufacturing and technology.

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Summary

Funeral directors/embalmers organise and direct funerals, register deaths, and prepare human bodies for visits by families, and burial or cremation.

Pay:

- Pay for funeral directors/embalmers varies, but they typically earn between \$45,000 and \$50,000 a year.
- Very experienced funeral directors/embalmers or those running their own business can earn up to \$100,000.

Job opportunities: Opportunities for funeral directors/embalmers are poor for those wanting to enter the role, but good for those with experience.

Length of training: 1-2 years of training usually required.

About the job

What you will do:

- caring for bodies and registering deaths
- arrange for removal of bodies from places such as private homes, hospitals and accident scenes
- gather the information and documents necessary to register the death, and obtain death certificates
- preserve and prepare bodies for viewing
- drive a hearse and transport the coffin
- attend and/or assist with burial or cremation.

Funeral directors may also:

- discuss funeral arrangements with relatives
- work with relatives to help them cope with their grief and celebrate the life of the person who has passed away
- organise newspaper notices, cemetery bookings or burial plots, flowers, catering, and coffins and urns on behalf of relatives
- arrange, attend, and direct funerals and after-service receptions
- help family members with legal details such as Work and Income and Accident Compensation Corporation (ACC) claims.

Skills and knowledge needed:

- legal and health issues relating to death
- human anatomy
- embalming, and preparing a body for burial
- various religious ceremonies, and differences in cultural and religious beliefs about the human body and funerals
- the legal obligations of working with and taking care of bodies.

How to enter the job

There are no specific requirements for becoming a funeral director/embalmer. However, you can complete a National Diploma in Funeral Directing or Embalming through Weltec.

To be accepted into funeral directing and embalming courses, you must:

- be at least 20 years old
- be employed in the industry and sponsored by your employer
- have done at least one year's work in a funeral home.

Secondary education: A minimum of NCEA Level 1 is recommended to gain work as a funeral director/embalmer. Useful subjects include English and science.

Personal qualities needed:

- good communicators
- patient and tactful
- mature, responsible and sympathetic
- able to relate to people from a range of cultures and backgrounds
- organised and good at planning
- accurate, with an eye for detail
- punctual.

Funeral directors/embalmers must also be comfortable working around dead bodies.

Useful experience:

- work dealing with the public, such as in hospitality
- counselling, nursing or rest home work.

Work in make-up or cosmetics, and/or work in a hospital or laboratory is useful for embalmers.

Related jobs: Registered Nurse, Paramedic, Pathologist, Police Officer, Medical Laboratory Technician.

Vocational pathways: Services industries.

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Furniture Finisher

Summary

Furniture finishers prepare the final surface of items of furniture and apply stain, lacquer, paint, oil or wax.

Pay:

Pay for furniture finishers varies depending on experience.

- Trainee furniture finishers usually earn between the starting-out or training minimum wage and \$30,000 a year.
- Qualified furniture finishers usually earn between \$40,000 and \$50,000.

Job opportunities: Chances of getting a job as a furniture finisher are poor due to declining worker numbers, but better for those with experience.

Length of training: No specific training requirements.

About the job

What you will do:

- provide quotes to customers
- remove or repair furniture surfaces on old furniture or other wooden items
- sand and rub wood to smooth its surface
- apply wood stain, polish, paint, oil or wax finish.

Furniture finishers who run their own businesses also need small business skills.

Skills and knowledge needed:

- knowledge of different kinds of wood and furniture styles
- knowledge of furniture stains and polishes
- knowledge of polishing and painting techniques.

Kaiwhakaoti Taonga Rākau

How to enter the job

To become a qualified furniture finisher, you need to do an apprenticeship and gain a National Certificate in Furniture Finishing (Level 4) through Competenz.

Secondary education: Three years of secondary education in English, maths and woodwork is recommended.

Personal qualities needed:

- patient
- accurate with an eye for detail.

Useful experience:

- woodwork
- work in the furniture industry.

Related jobs: Boat Builder, Cabinet Maker, Painter and Decorator.

Vocational pathways: Manufacturing and technology, Creative industries.

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Summary

Furniture packers/movers pack furniture and equipment and move it between households, offices and storage places.

Pay:

- Furniture packers/movers usually earn between minimum wage and \$23 an hour.
- Self-employed furniture packers/movers may earn more than this.

Job opportunities: Chances of getting a job as a furniture packer/mover are good due to increasing job numbers and high staff turnover.

Length of training: No specific training requirements.

About the job

What you will do:

- discuss details of moves with clients
- work out how much moves will cost
- take an inventory of items and record any marks or damage
- drive a truck or van
- wrap and pack goods
- carry furniture, cartons and other items to the furniture removal vehicle
- load and secure items
- unload items and unpack them
- reassemble any furniture that has been disassembled.

Skills and knowledge needed:

- good packing skills, including knowledge of methods of wrapping and packing furniture
- knowledge of how to safely move difficult items such as pianos
- health and safety knowledge
- the ability to pack a truck so that it is balanced
- the ability to read office plans and road maps
- good driving skills.

How to enter the job

There are no specific entry requirements to become a furniture packer/mover. However, a National Certificate in Domestic Relocations Operations (Level 2) or National Certificate in International Relocations Operations (Level 2) from the Motor Industry Organisation (MITO) may be useful.

A clean current driver's licence and/or heavy vehicle licence is useful.

A clean criminal record is required by some employers, particularly for offences such as theft.

Secondary education: There are no specific secondary educational requirements to become a furniture packer/mover.

Personal qualities needed:

- practical
- good planners and organisers
- careful and respectful
- responsible, reliable and honest
- able to follow instructions
- patient and tolerant.

Useful experience:

- jobs that involve packing or heavy lifting
- driving vans, trucks or heavy vehicles.

Related jobs: Aircraft Loader, Heavy Truck Driver, Forklift Operator, Stevedore.

Vocational pathways: Services industries.

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Game Developer

Summary

Game developers write, design, program, animate, and test games and applications for computers, gaming consoles, and cellphones.

Pay:

Pay for game developers varies. According to an AbsoluteIT salary survey, multimedia developers (which includes game developers) in the:

- lowest-paid group earned an average of \$49,000 a year
- middle pay range earned an average of \$60,000
- highest-paid group earned an average of \$80,000.

Game developers working as contractors earn an average of \$30 to \$85 an hour.

Job opportunities: Chances of getting a job are good for skilled game developers as, although the industry is small, it is growing rapidly.

Length of training: 2-3 years of training usually required.

About the job

What you will do:

- create games based on their own or others' ideas
- produce preliminary storyboards, character biographies, storylines, and features of the new game
- write detailed design documentation, showing how the game will function, sample menus, functionality, and style
- write computer code to create the game
- source and add additional graphics, sound effects, and digital images
- create test versions of the game, and identify and correct any errors
- oversee gameplay testing to ensure it works as intended.

Skills and knowledge needed:

- gaming and game platforms such as Xbox or PlayStation
- computer systems, processes and languages (such as C++, or C#)
- video graphic design
- 3D art and animation computer software.

Kaihanga Tākaro

How to enter the job

Entry requirements for game developers differ depending on what area you want to work in – game programming, game art or game design.

Game programmers usually need a Bachelor's degree in one of the following:

- computer science
- software development/engineering.

Many university degrees have papers specialising in computer graphics or interaction design, and opportunities to make a game as a project.

Game artist/designers usually need a degree or diploma in one of the following:

- 2D and 3D animation
- media design
- animation
- game art and development.

Employers also prefer you to have some knowledge of programming.

Secondary education: A tertiary entrance qualification is needed to enter tertiary training.

Useful subjects include maths, physics and computing.

School subjects recommended for students interested in becoming game artists include art, graphics and design subjects.

Personal qualities needed:

- creative and artistic
- methodical and accurate
- patient and adaptable
- able to work well under pressure
- good at managing projects
- good at analysis
- skilled in planning, organising and problem solving
- good at oral and written communication.

Useful experience:

- writing computer code to create games, software or websites
- art or design work
- experience recording or editing film
- playing computer and video games.

Related jobs: Animator/Digital Artist, Software Developer, Film and Video Editor, Graphic Designer, Web Developer.

Vocational pathways: Manufacturing and technology, Creative industries.

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Summary

Gardeners plant and maintain lawns, trees, shrubs and flowers in public or private gardens and parks.

Pay:

Pay for gardeners varies depending on the employer and experience.

- New entrant gardeners usually start on the minimum wage or a little more.
- Experienced gardeners can earn up to \$25 an hour.
- Pay for self-employed gardeners depends on the success of their business.

Job opportunities: Job opportunities for gardeners are average due to increasing job numbers but there is high competition for positions.

Length of training: No specific training requirements.

About the job

What you will do:

- maintain gardens, paths, lawns and other outdoor areas by planting, pruning, fertilising, weeding
- grow plants from seeds and cuttings
- select and buy plants
- use integrated pest management solutions and sprays to control pests and diseases
- discuss gardening requirements with clients
- design gardens, do landscaping and basic construction work
- maintain gardening tools.

Skills and knowledge needed:

- knowledge of planting, pruning, spraying, fertilising and other forms of garden maintenance
- knowledge of pest and weed control
- the ability to identify and control different types of plants, trees, pests, weeds and soil
- good practical skills such as the ability to operate power tools.

How to enter the job

There are no specific entry requirements for some gardening jobs, particularly at entry level, but horticultural or gardening experience is useful. For other jobs – especially more senior ones – you need qualifications and experience in horticulture.

You can complete a national certificate through the Primary Industry Training Organisation. National certificates are undertaken while working on the job with an approved employer.

Secondary education: Three years of secondary school education is preferred. Useful subjects include maths, biology and horticulture.

Year 11-13 students can work towards national certificates in horticulture through the New Zealand Trade Academy, while still working toward NCEA. This may include off-site learning and some on-the-job training.

Personal qualities needed:

- able to follow instructions
- creative, with an eye for detail
- motivated
- practical
- adaptable, as weather can change plans at the last minute.

Useful experience:

- horticultural or conservation work
- unpaid gardening experience
- heavy vehicle and tractor driving experience
- experience in first aid.

Related jobs: Arborist, Crop Farm Worker, Landscape Gardener, Groundsperson, Nursery Grower/Worker.

Vocational pathways: Primary industries, Services industries.

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General Practitioner

Summary

General practitioners diagnose and treat the health problems of individuals and families in the community. They are also involved in screening at-risk groups for diseases such as cervical cancer and diabetes.

Pay:

Pay varies for general practitioners and for registrars (those in training), depending on hours, location and the number of patients they see.

- Registrars working for a district health board (DHB) usually earn between \$70,000 and \$175,000 a year.
- Qualified general practitioners working for a DHB usually earn between \$113,000 and \$212,000.

Job opportunities: Chances of getting a job as a general practitioner are good due to a shortage of workers.

Length of training: 11 years of training required.

About the job

What you will do:

- consult with and examine patients and diagnose their problems
- treat individuals and families over extended periods
- advise on health care and prevention of illness
- perform minor surgery
- prescribe and administer medicines
- keep medical records
- refer patients to other health services when necessary
- liaise with ACC (Accident Compensation Corporation) over accident and injury claims
- train and supervise doctors working towards their GP exams.

Skills and knowledge needed:

- excellent communication and people skills
- knowledge of anatomy and how the human body works
- knowledge of different diseases, illnesses and injuries
- knowledge of medicines and treatments, and the effect these have on patients
- diagnostic skills
- up-to-date knowledge of new research, treatments and practices
- knowledge of medical ethics and law.

General practitioners who run their own practice may also need to have small business knowledge and skills.

Rata Hauora

How to enter the job

To become a general practitioner you need to:

- complete the Health Sciences First Year programme at Otago University, or the first year of either the Bachelor of Health Sciences or Bachelor of Science in Biomedical Science at Auckland University
- complete a five-year Bachelor of Medicine and Bachelor of Surgery (MBChB) degree at Otago or Auckland
- work for two years as a house officer (supervised junior doctor) in a hospital
- complete another three years of specialist training and examinations to become a Fellow of the Royal New Zealand College of General Practitioners.

You also need to be registered with the Medical Council of New Zealand.

Secondary education: To enter tertiary training you need to have NCEA Level 3. Useful subjects include maths with calculus and/or statistics, chemistry, physics, biology and English.

Personal qualities needed:

- patient and concerned for others
- able to work well under pressure
- able to remain calm in emergencies
- able to make good decisions, and solve problems
- good time managers
- understanding of other cultures' attitudes to medical treatment.

Useful experience:

- work in hospitals or other health-related work, such as in a clinic
- work in a pharmacy
- work with community groups that involves a wide variety of people.

Related jobs: Anaesthetist, Pathologist, Audiologist/Audiometrist, Surgeon, Gynaecologist/Obstetrician.

Vocational pathways: Social and community services.

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Summary

Geologists study the structure and history of the Earth and Earth processes. They also give advice on natural hazards and the development and use of the Earth's resources and land.

Pay:

Pay for geologists working in government research organisations and universities depends on their qualifications and experience.

- Geologists with Master's degrees usually earn \$55,000 to \$75,000.
- Senior geologists, who usually have PhDs, may earn \$76,000 to \$94,000.
- With more responsibility and experience, pay could rise to \$130,000 a year or more.
- Geologists working in the private sector may earn more.

Job opportunities: Chances of getting work as a geologist are good due to a shortage of people in the role.

Length of training: 5 years of training usually required.

About the job

What you will do:

- study the Earth's structure and processes such as the formation of soils, rocks and faults
- collect, examine and analyse rocks, minerals and fossils
- carry out geological research to locate oil, natural gas, water and minerals
- monitor the geotechnical conditions of mine sites
- survey land and seabed and prepare geological maps
- draw maps using specialist computer software
- give advice and write reports on land use, resource management and risk of natural hazards
- write up research results
- teach at universities.

Skills and knowledge needed:

- the processes that shape the Earth, and the formation of rocks and fossils
- how to identify and analyse geological samples and materials
- research methods and how to analyse the results
- how to perform experiments and operate scientific equipment.

Geologists working in mining need to know how a mine operates, how to extract the desired rock or mineral, and how to manage a drilling programme.

How to enter the job

To become a geologist you usually need a Masters in geology. However, a PhD in geology or engineering geology is preferred. Some skills are gained on the job.

Secondary education: A tertiary entrance qualification is required to enter tertiary training. Useful subjects include maths with calculus and/or statistics, physics, chemistry, geography and English.

Personal qualities needed:

- patient and observant, and enjoy working outside
- motivated and methodical
- good at maths and able to problem-solve
- good at planning and organising
- skilled communicators for writing reports and for other publications.

Useful experience: No specific experience needed.

Related jobs: Mining Engineer, Civil Engineer, Geophysicist.

Vocational pathways: Services industries, Primary industries.

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Geophysicist

Summary

Geophysicists study the structure and behaviour of the Earth, including oil and gas deposits, earthquakes, fault lines and volcanoes.

Pay:

Pay for geophysicists varies depending on level of qualification, experience, employer and field of work.

- Geophysicists working in government research organisations and universities usually start out at \$75,000 to \$94,000 a year. With increasing experience, pay rises to \$130,000 or more.
- Geophysicists working in the private sector usually earn \$80,000 to \$170,000 a year.

Job opportunities: Chances of getting work as a geophysicist are good for those working in oil and gas, groundwater exploration and infrastructure development, but poor for those in oceanology or volcanology.

Length of training: 3-6 years of training required.

About the job

What you will do:

- study the physical properties of the Earth, including geological layers, oceans and atmosphere
- study the properties of rocks and other planets
- look for and study oil, gas, groundwater and mineral deposits
- study the patterns of eruption of active and dormant volcanoes
- study risks from earthquakes, volcanoes, storms and tsunamis, and advise central and local government, civil defence and other organisations
- provide information for search and rescue missions
- carry out research and experiments and write research papers and reports
- teach at universities and supervise students' research projects.

Skills and knowledge needed:

- the principles of physics and the geological nature of the Earth, including minerals, rocks, soils, and the processes that operate on them over time
- the marine environment
- how volcanoes behave
- the causes of earthquakes
- how to perform experiments and operate scientific equipment
- how to analyse and interpret research results and other information.

Kaimātai Pūtaiao Whenua

How to enter the job

To become a geophysicist you need a minimum of a Bachelor's degree in physics, geophysics or geology. However, most employers prefer you to have a Masters or PhD.

Some people working as geophysicists may have degrees in maths or statistics, oceanography, engineering, marine science or biology.

In some areas of geophysics, such as oceanography, where competition for positions is high, you may have better chances of getting work if you study two sciences.

Secondary education: A tertiary entrance qualification is required to enter tertiary training. Useful subjects include physics, chemistry, maths with calculus and/or statistics, geography and English.

Personal qualities needed:

- comfortable working outdoors
- accurate and observant
- enquiring
- patient
- good at planning and problem solving
- good at communicating
- able to write reports
- good at maths.

Useful experience:

- work as a computer programmer
- work in electronics
- work as a geological field assistant or science technician
- any practical marine work such as scuba diving.

Related jobs: Mining Engineer, Medical Physicist, Meteorologist, Geologist.

Vocational pathways: Primary industries, Services industries.

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Summary

Geospatial specialists gather, combine, analyse and use geographic and spatial (location-based) information. They present this information in user-friendly formats such as maps and 3D models, and may also develop geospatial software.

Pay:

Pay for geospatial specialists depends on their experience, qualifications and what field they work in.

- People starting out in roles such as geospatial specialist or geospatial analyst usually earn \$45,000 to \$65,000 a year.
- Geospatial specialists with five or more years' experience usually earn \$60,000 to \$80,000.
- Those with at least 10 years' experience, or who work in consultancy or managerial roles, usually earn \$70,000 to \$120,000 or more.

Job opportunities: Job opportunities for geospatial specialists are good due to a shortage of workers.

Length of training: More than 3 years of training usually required.

About the job

What you will do:

- capture, process and analyse information such as survey data, aerial photography, and satellite imagery (remote sensing)
- use surveying technology like Global Positioning Systems (GPS) to define accurate locations of features such as rivers, mountains or utility lines
- use and/or develop specialist Geographic Information Systems (GIS) software to turn complex data into more user-friendly formats, like maps and 3D virtual plans/models
- design data specifications (what data needs to be collected, how it should be collected, and how accurate it needs to be)
- write and present reports on geospatial data analysis
- convert paper maps into digital/electronic maps
- manage projects.

Skills and knowledge needed:

- geospatial data analysis and visualisation
- specialist geographic information systems (GIS) software
- computer modelling and database design
- programming
- geography and mathematics, including statistics.

How to enter the job

Most people enter the geospatial field by doing a degree in one of the following areas:

- surveying
- applied science
- geography
- digital technologies – computer science.

People may include papers in Geographic Information Systems (GIS) as part of their degree.

There are lots of ways to get experience in GIS roles as you study or work. For example, there are cadetships, scholarships and on-the-job training programmes.

Secondary education: Useful subjects include maths (including statistics), science, geography, digital technologies (programming and computer science), English, design and visual communication and physics.

Personal qualities needed:

- analytical and good at problem solving
- good verbal and written communicators
- detail-focused
- able to work independently and as part of a team.

Useful experience:

- surveying
- computer modelling
- computer programming.

Related jobs: Surveyor, Software Developer, Landscape Architect, Environmental Scientist, Civil Engineering Technician/Draughtsperson.

Vocational pathways: Services industries, Construction and infrastructure.

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Glass Processor

Summary

Glass processors process sheets of flat glass and flat glass products such as windows and mirrors.

Pay:

Pay for glass processors varies depending on experience.

- Trainee glass processors usually begin on the starting-out, training or adult minimum wage.
- More experienced glass processors usually earn between \$17 and \$23 an hour, and supervisors can earn more than this.

Job opportunities: Chances of getting a job as a glass processor are average, due to it being a small occupation with a relatively stable workforce.

Length of training: 3 years of training usually required.

About the job

What you will do:

- process the raw edges of glass
- cut glass into specific shapes using hand tools or large machinery
- cut glass to specific dimensions on an autoline cutting machine
- toughen glass using furnace machinery
- make double-glazed units.

They may also drive cranes and unload containers of glass.

Skills and knowledge needed:

- knowledge of different types of glass and how to work with these
- skill in using machinery and hand tools with precision
- knowledge of safety procedures and health and safety regulations.

Chemical handling skills are an advantage, as some chemicals are used in the screenprinting of glass.

Kaiwhakarite Karaehe

How to enter the job

To become a qualified glass processor you need to complete on-the-job training and gain a National Certificate in Glass Processing (Level 3).

Secondary education: Useful subjects include English, maths, technical drawing and workshop technology.

Personal qualities needed:

- careful and safety-conscious
- practical, and able to follow instructions
- computer literate, and good at basic maths.

Useful experience:

- any work with glass
- work in the building and construction industry
- work in factories or processing plants.

Related jobs: Glazier.

Vocational pathways: Manufacturing and technology.

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Summary

Glaziers install or replace glass or mirrors in buildings, vehicles or boats and may create decorative glass features.

Pay:

Pay for glaziers varies depending on experience and where they work. Those in areas of high demand such as Auckland and Christchurch usually get paid a little more.

- Apprentice glaziers usually start on the training rate or minimum wage, but earn more as they gain experience.
- Qualified glaziers usually earn between \$15 and \$30 an hour, depending on experience.
- Self-employed glaziers may earn more than this, depending on the success of their business.

Job opportunities: Chances of getting a job as a glazier are good, especially in Auckland and Christchurch.

Length of training: 2-4 years of training usually required.

About the job

What you will do:

- select, shape and cut glass or mirrors
- remove broken glass
- install or replace flat glass (such as windows), fittings (such as showers) or fixtures (such as splashbacks)
- repair, install or replace windscreens in vehicles or boats
- seal glass using putty, rubber or other sealing products
- create decorative glass features.

Skills and knowledge needed:

- knowledge of types of glass and how to work with them
- skill in cutting, smoothing and installing glass
- knowledge of building standards and regulations for glaziers
- knowledge of safety procedures, and health and safety regulations.

Glaziers who are self-employed also need business skills.

How to enter the job

There are no specific entry requirements to become a glazier. However, employers often prefer to employ someone with a qualification or willing to become qualified.

To become a qualified glazier you need to complete an apprenticeship and gain a glazing qualification:

- National Certificate in Glazing (Level 4) – for manufacturing glass or installing glass in buildings
- National Certificate in Automotive Re-glazing (Level 3) – for installing or repairing glass in vehicles.

The Building and Construction Industry Training Organisation oversees glaziers' apprenticeships.

Secondary education: No specific secondary education is required for this job, but NCEA Level 2 English, maths, science and design and visual communication are useful.

Year 11 and 12 students can learn more about the construction industry, and gain relevant skills, by doing a National Certificate in Building, Construction and Allied Trades (Level 1 and 2) through the BConstructive programme.

For Year 11 to 13 students, the Gateway programme is a good way to gain industry experience. These programmes may help you gain an apprenticeship, but do not reduce the amount of time it takes to complete it.

Personal qualities needed:

- careful and safety-conscious
- observant, accurate and able to follow instructions
- practical and organised
- honest and polite, because they often work on-site at people's homes
- comfortable with heights
- good at basic maths.

Useful experience: No specific experience needed.

Related jobs: Building Insulator, Plumber, Gasfitter and Drainlayer, Joiner.

Vocational pathways: Construction and infrastructure.

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Graphic Designer

Summary

Graphic designers create artwork or designs for published, printed or electronic media, such as magazines, brochures and websites. They may also help to develop television advertisements.

Pay:

Pay rates for graphic designers depend on their experience, skill and employer.

- A graduate graphic designer usually earns \$32,000 to \$50,000 a year.
- Intermediate graphic designers with three to five years' experience usually earn between \$45,000 and \$65,000.
- Senior graphic designers with more than five years' experience may earn \$65,000 to \$85,000.

Job opportunities: Chances of getting a job as a graphic designer are poor for people entering the role, but good for those with experience.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- discuss and analyse the requirements and purpose of the project with their client
- discuss how to approach the project with colleagues
- develop design ideas by researching and brainstorming with colleagues
- prepare sketches, instructions and layout diagrams
- suggest production methods, materials and costs
- show design ideas to the client
- receive client feedback and alter the design accordingly.

Skills and knowledge needed:

- knowledge of art materials and techniques
- the ability to use colour and design effectively
- expertise in printing and production methods
- knowledge of advertising and marketing, and how people think and react to visual images
- awareness of current market trends
- artistic ability, including good sketching, drawing and painting skills
- the ability to use computed-aided design (CAD) software
- ability to use digital technology to aid in the creative/presentation process
- the ability to understand clients' needs and turn them into suitable designs.

Kaihoahoa Whakairoiro

How to enter the job

To become a graphic designer, you usually need a tertiary qualification in graphic design, media arts or visual communication.

You also usually require a portfolio of work to show prospective employers.

Secondary education: Four years of secondary education, to NCEA Level 2, is preferred. Useful subjects include art, art history, design, technical drawing, photography, English and maths.

Personal qualities needed:

- organised
- motivated
- creative
- accurate, with an eye for detail
- able to accept criticism
- able to work well under pressure
- problem-solvers
- good at communicating, and able to work well in a team.

Useful experience:

- art or design work or courses
- advertising or marketing work
- publishing or printing work
- media production work
- typographic work (for example, working with type, font and page layout).

Related jobs: Graphic Pre-Press Worker, Screen Printer, Web Developer, Signmaker, Animator/Digital Artist.

Vocational pathways: Services industries, Creative industries.

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Summary

Graphic pre-press workers use computers to prepare text and designs for printing.

Pay:

Pay for graphic pre-press workers varies depending on experience, the amount of shift work done, and if training or supervision is involved.

- Apprentices may start on the minimum wage, with their wages going up as they gain skills and experience.
- After completing a three-year apprenticeship, most earn \$35,000 to \$45,000 a year.
- Experienced senior graphic pre-press workers usually earn \$50,000 to \$80,000.

Job opportunities: Chances of getting a job as a graphic pre-press worker are poor due to the limited amount of jobs available, and high competition.

Length of training: 3 years of training usually required.

About the job

What you will do:

- receive material from clients to design or layout for printing
- input and set out text
- scan and set out graphics
- check that the text and layout meet printing requirements
- proofread text
- send proofs to clients for approval
- prepare computer files for printing onto film or directly onto the press
- send the files to a printer or to a digital printing press
- manage the production of files from a digital printing press
- keep up to date with new versions of computer software.

Skills and knowledge needed:

- knowledge of the design requirements for print, including fonts and typography, layout, colour management and design
- understanding of the different printing processes and production methods
- knowledge of design and graphics software.

How to enter the job

Most employers require you to have a qualification, or to learn on the job while doing an apprenticeship. Competenz offers Level 3 and 4 National Certificate qualifications in digital processes for print, which include a graphic pre-press programme.

The qualifications are achieved by completing an apprenticeship while working for an employer.

New Zealand Apprenticeships in digital print are also available for people over 16 years old.

Some people enter this job after completing a tertiary course in graphic design.

Secondary education: Three years of secondary education is recommended to enter further training as a graphic pre-press worker. Useful subjects include English, arts, graphic design and computing.

Some Year 11 to Year 13 school students at approved schools may also be eligible to take part in a Gateway programme run by Competenz. Learning is done through a mixture of work experience and study.

Personal qualities needed:

- adaptable
- skilled at communicating and writing
- good at organising
- good at problem solving and decision making
- accurate, with an eye for detail
- good at measurement and calculations
- able to work well under pressure and unsupervised.

Useful experience:

- work in printing or publishing companies
- work with computers
- design work.

Related jobs: Graphic Designer, Web Developer, Printer, Print Finisher.

Vocational pathways: Manufacturing and technology, Creative industries.

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Groundsperson

Summary

Groundspeople are in charge of the turf (grass), tracks and pitches at sports fields, golf courses, public areas, schools and racecourses.

Pay:

Pay for groundspeople varies depending on ground size and their level of responsibility.

- Trainees may start on minimum wage or a little more.
- Groundspeople with more than two years' experience usually earn between \$31,000 and \$60,000 a year.
- Head groundspeople usually earn between \$50,000 and \$80,000.
- Groundspeople in managerial positions at large golf courses or stadiums, and contract managers who manage council grounds, may earn over \$100,000.

Job opportunities: Opportunities for groundspeople are good as grounds need to be maintained, and vacancies arise regularly.

Length of training: No specific training requirements.

About the job

What you will do:

- mow, irrigate, control disease, weeds and pests, and repair and roll grassed areas
- sow grass seed or lay turf
- operate and maintain irrigation and drainage systems, mowing equipment and machinery
- prepare and mark out sports fields, cricket pitches, tennis courts, golf courses or racecourses
- keep grounds tidy and do maintenance work on fences and buildings
- cultivate and maintain flowers, shrubs and trees
- organise rubbish removal, recycling and composting.

Those in managerial positions may also:

- manage staff and budgets
- keep records for planning and council compliance.

Skills and knowledge needed:

- an understanding of soil and plant science (agronomy) and care
- knowledge of pest, weed and disease control methods and how to put them into practice safely
- knowledge of climate and weather forecasting
- skill in using and repairing machinery including specialised turf equipment
- knowledge of landscaping techniques.

Kaimanaaki Papa

How to enter the job

No specific entry qualifications are needed to become a groundspeople. However, you can do an apprenticeship and gain a National Certificate in Sports Turf Management through the Primary Industry Training Organisation (ITO).

Having a Growsafe certificate allowing you to apply pesticides and herbicides, and/or having an Agrichemical Approved Handler Certificate is also useful.

Secondary education: At least three years of secondary education is recommended. Useful subjects include maths, science and English.

Year 11-13 students can complete sports turf unit standards at industry worksites via the Gateway programme.

Personal qualities needed:

- practical
- good team workers
- patient, as mowing large areas is repetitive work
- able to follow instructions.

Those in managerial roles may also need to be good at:

- managing staff
- planning and record-keeping.

Useful experience:

- an interest in sport
- farming and horticulture work
- work at parks or reserves
- gardening or landscaping work

Knowledge of the sport you are preparing turf for is useful but not essential.

Related jobs: Landscape Gardener, Gardener, Nursery Grower/Worker.

Vocational pathways: Primary industries.

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Summary

Gynaecologists/obstetricians give medical treatment and advice related to the female reproductive system, and care for women during pregnancy and childbirth. Their work often involves caring for women who have difficult or complicated pregnancies, or reproductive system health issues.

Pay:

Pay varies for gynaecologists/obstetricians and for registrars (those in training), depending on seniority, hours, location and frequency of on-call or emergency cover.

- Registrars working for a district health board (DHB) usually earn between \$70,000 and \$175,000 a year.
- Qualified gynaecologists/obstetricians working for a DHB usually earn between \$151,000 and \$212,000.
- Gynaecologists/obstetricians working in the private sector usually earn more than this. Those at the top level may earn up to \$600,000.

Job opportunities: Chances of getting a job as a gynaecologist/obstetrician are good due to a shortage of workers.

Length of training: 14 years of training required.

About the job

What you will do:

- identify and treat problems of the female reproductive system, such as infertility and cysts
- check for cancer of the female reproductive system
- consult with other medical professionals about patient care and treatment
- perform surgery when necessary
- examine and care for pregnant women
- deliver babies and check the post-delivery progress of mothers
- keep medical records and send final reports to general practitioners
- teach medical students and trainee gynaecologists/obstetricians
- carry out research.

Skills and knowledge needed:

- knowledge of anatomy and how the human body works, with in-depth knowledge about pregnancy and the female reproductive system
- surgical skills and knowledge
- knowledge of different diseases and illnesses
- diagnostic skills
- up-to-date knowledge of new research, treatments and medical practices
- knowledge of medical ethics and law.

How to enter the job

To become a gynaecologist/obstetrician you need to:

- complete the Health Sciences first year programme at Otago University, or the first year of either the Bachelor of Health Sciences or Bachelor of Science in Biomedical Science at Auckland University
- complete a five-year Bachelor of Medicine and Bachelor of Surgery (MBChB) degree at Otago or Auckland
- work for two years as a house officer (supervised junior doctor) in a hospital
- complete another six years of specialist training and examinations to become a Fellow of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists.

You also need to be registered with the Medical Council of New Zealand.

The Vulnerable Children Act 2014 means that if you have certain serious convictions, you can't be employed in a role where you are responsible for, or work alone with, children.

Secondary education: To enter tertiary training you need to have NCEA Level 3. Useful subjects include maths with calculus and/or statistics, chemistry, physics, biology and English.

Personal qualities needed:

- able to work well under pressure and remain calm in emergencies
- able to make good decisions, and solve problems
- good time managers
- good at working in a team
- understanding and good at listening
- good at report writing
- skilled at communicating and inspiring confidence in others
- understanding of other cultures' attitudes to medical treatment.

Useful experience:

- work in hospitals or other health-related work, such as in a clinic
- work caring for people.

Related jobs: Surgeon, Midwife, General Practitioner.

Vocational pathways: Social and community services.

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Hairdresser/Barber

Summary

Hairdressers/barbers cut, colour and style hair. Barbers also shave and trim hair, moustaches and beards.

Pay:

Pay for hairdressers/barbers varies depending on experience and how many clients they have.

- Apprentices can expect to start on the training wage.
- Hairdressers/barbers not signed into a training agreement (an apprenticeship) earn at least the minimum adult wage.
- Hairdressers/barbers who are qualified and have built up a good client base can earn more than \$50,000 a year and often work on a bonus system.
- Hairdressers/barbers' wages increase as they progress through their training, learn more skills and service more clients.
- Self-employed hairdressers/barbers may earn more depending on the success of their business.
- Employers may also provide incentives to staff, such as commission on retail sales and a percentage of client sales.

Job opportunities: Chances of getting a job as a hairdresser/barber are poor for new entrants, but good for experienced workers.

Length of training: 3-4 years of training required.

About the job

What you will do:

- consult with clients about the style or cut they want
- wash, colour, cut and style clients' hair
- shave and trim beards and moustaches
- treat, recommend and sell products for hair and scalp problems
- clean and sanitise the equipment and the work area
- help train other hairdressers/barbers.

Skills and knowledge needed:

- skill in different hairdressing methods
- knowledge of past and current hairstyles and trends
- an understanding of hair and skin types, and how they react with different chemicals such as those in colouring products
- knowledge of health and hygiene regulations
- creative and artistic skills.

Hairdressers/barbers who run their own businesses also need to have bookkeeping and management skills.

Kaikutikuti Makawe

How to enter the job

To become a hairdresser you need to complete an apprenticeship and gain a New Zealand Certificate in Hairdressing – Professional Stylist (Level 4).

To become a barber you need to complete an apprenticeship and gain a New Zealand Certificate in Commercial Barbering (Level 4).

Secondary education: NCEA Level 1 is recommended to start a hairdressing apprenticeship. Useful subjects include maths, science, English, art and design.

Gateway offers a pre-apprenticeship hairdressing or barbering programme for secondary school students. You can gain a range of unit standards, and it is a useful way to get background knowledge of hairdressing.

Personal qualities needed:

- good at communicating and listening
- friendly and polite
- organised
- able to follow instructions
- accurate, with an eye for detail
- able to do basic maths.

Useful experience:

- hairdressing work
- work as a hairdresser's/barber's assistant
- work involving contact with people.

Related jobs: Make-up Artist, Beauty Therapist.

Vocational pathways: Services industries, Creative industries.

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Summary

Health and safety advisers monitor workplace health and safety hazards, train employees on health and safety procedures, and investigate accidents.

Pay:

Pay for health and safety advisers varies depending on experience.

- Health and safety advisers starting out usually earn between \$45,000 and \$50,000 a year.
- Those with two to three years' experience usually earn between \$50,000 and \$65,000.
- Those with about five to nine years' experience usually earn between \$65,000 and \$90,000.
- Those with more than 10 years' experience usually earn \$100,000 or more.

Job opportunities: Chances of getting a job as a health and safety adviser are good due to a shortage of workers.

Length of training: 1-4 years of training usually required.

About the job

What you will do:

- develop policies, procedures and emergency responses to minimise workplace hazards
- identify hazards and risks that may affect the health of workers
- educate and train staff in managing workplace risks, and how to improve safe working practices
- encourage workplace participation in health and safety procedures
- inspect and assess workplaces to check health and safety procedures have been properly implemented
- advise on, and ensure compliance with workplace health and safety legislation
- record and investigate incidents and injuries, and equipment damage
- help injured staff return to work
- prepare reports on safety performance.

Skills and knowledge needed:

- health and safety legislation
- work-related illnesses and injuries, and rehabilitation strategies
- Accident Compensation Corporation (ACC) procedures, and how an organisation becomes ACC-accredited
- international health and safety standards
- how businesses function
- the industry they are working in.

How to enter the job

To become a health and safety adviser it is recommended you have a health and safety diploma or certificate. Diplomas are offered by:

- Massey University
- University of Otago
- Southern Institute of Technology
- Employers and Manufacturers Association (EMA).

Several polytechnics, industry training organisations, private providers, and WorksafeReps also offer health and safety training, and internationally recognised qualifications are available through The National Examination Board in Occupational Safety and Health (NEBOSH). Massey University introduced a health and safety degree in 2016.

Secondary education: Useful subjects include maths, English and science.

Personal qualities needed:

- good at relating to a wide range of people
- patient
- able to remain calm in emergencies
- skilled at understanding complex information and presenting it simply and accurately
- safety-conscious
- good at problem solving and decision making
- able to work independently and in a team.

Useful experience:

- work in a trade that requires health and safety awareness, such as construction or agriculture
- a background in occupational health nursing
- work for the Accident Compensation Corporation (ACC).

Related jobs: Registered Nurse, Environmental Health Officer, Health and Safety Inspector.

Vocational pathways: Services industries.

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Summary

Health and safety inspectors assess workplaces and work activities to determine if employers are keeping workers and other people safe and healthy at work. They also educate people about health and safety, investigate accidents and lead prosecutions.

Pay:

Pay for health and safety inspectors varies depending on their skills and experience.

- Trainee and newly warranted health and safety inspectors usually earn between \$61,000 and \$66,000 per year.
- Fully trained health and safety inspectors, with at least five years' experience, usually earn between \$76,000 and \$93,000 per year.

Job opportunities: Chances of getting a job as a health and safety inspector are poor, as staff turnover is low and a limited number of trainees are accepted each year.

Length of training: 1-2 years of training required.

About the job

What you will do:

- assess if workplaces have safe and healthy work practices, and sound health and safety management systems
- assess work activities and practices
- ensure suitable protective equipment, such as hearing protection, is provided and used correctly
- ensure suitable controls are in place to manage workplace risks
- investigate serious harm incidents and accidents, and situations where someone could get hurt or injured
- investigate occupational disease
- write reports about the results of assessments and investigations
- serve notices to get improvements done or shut down workplace processes
- take legal action or give evidence in court.

Skills and knowledge needed:

- knowledge of health and safety acts and regulations, and how to interpret them
- an understanding of safe work practices and how risks are managed
- knowledge of health and safety management systems
- knowledge of hazardous substances used in workplaces and their adverse effects
- the ability to conduct investigations and prepare cases for prosecution
- the ability to educate and influence others.

How to enter the job

To become a qualified health and safety inspector, you need:

- a full, clean driver's licence
- the ability to drive a manual car
- to have passed a police check.

If you are accepted, you then:

- work as a trainee health and safety inspector and complete at least 12 months of on-the-job study and practical training to achieve a WorkSafe New Zealand Identity Card
- work as an assistant health and safety inspector
- complete six to 12 months further on-the-job training and study to gain a Hazardous Substances and New Organisms (HSNO) Enforcement Officer Warrant
- apply for promotion to become a fully qualified health and safety inspector.

Secondary education: There are no specific secondary education requirements to become a health and safety inspector, but NCEA Level 2 maths and English are useful.

Personal qualities needed:

- good at problem solving and analysis, with excellent judgement
- good at making decisions
- good at oral and written communication
- able to keep information confidential
- enquiring and alert, with an eye for detail and an ability to learn new things
- firm, fair and impartial
- able to relate to and work with people from a range of cultures and backgrounds
- able to stay calm and work well under pressure and without supervision
- able to cope with accident scenes and to deal with stress and conflict.

Useful experience:

- risk management
- interpreting laws and regulations
- compliance, investigation or enforcement work
- occupational health or nursing experience
- technical or scientific work
- working with legal systems and processes
- health and safety management.

Related jobs: Building Surveyor, Police Officer, Biosecurity Officer, Environmental Health Officer, Health and Safety Adviser.

Vocational pathways: Services industries, Social and community services.

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Summary

Health promoters work with communities and groups to plan and develop ways to help people improve and manage their health. They also work with government and other agencies to improve environmental conditions that contribute to ill health.

Pay:

Pay for health promoters varies depending on your qualifications, experience, employer and workplace.

- Health promoters who have certificate or diploma qualifications can expect to earn between \$34,500 and \$47,000 a year
- Those who have a relevant degree will earn between \$47,500, and \$75,500.

Job opportunities: Chances of getting a job as a health promoter are average, as worker numbers are steady.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- develop policies, strategies and programmes for improving health
- work with other agencies to co-ordinate health promotion programmes
- advocate and lobby for health promotion causes
- work alongside schools and community groups to identify health issues and solutions
- manage health promotion programmes
- establish networks in the community
- develop promotional and educational material for publication.

Skills and knowledge needed:

- an understanding of different cultural approaches to health
- knowledge of the health system and political environment
- knowledge of the Treaty of Waitangi and the Ottawa Charter of Health
- evaluation skills, for assessing how effective their programmes are
- facilitation and negotiation skills.

How to enter the job

There are no specific entry requirements to become a health promoter. However, employers prefer you to have a tertiary qualification in one of the following:

- health promotion
- public health
- health sciences
- social sciences
- education.

It is also useful to have knowledge of a related field such as child health, youth work, community housing or nutrition. Some health promoters learn skills on the job while studying toward a health qualification.

Short-term, part-time and extramural courses in health promotion and public health are available from entry-level to postgraduate level.

Secondary education: Useful subjects for health promoters include English, te reo Māori, science, health, geography, media studies and design.

Personal qualities needed:

- excellent communicators
- good at planning and project management
- outgoing and confident, with an interest in health improvement
- able to work with a wide range of people from different cultures and backgrounds
- able to motivate others.

Useful experience:

- work within the health industry
- work with government agencies, charities or community groups
- teaching work
- involvement in community health promotion activities.

As many health promoters work in a specific area of health, such as tobacco control, or with a particular sector of the community, such as children, experience within these areas or groups is useful.

Related jobs: No specific related jobs provided.

Vocational pathways: Social and community services.

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Health Services Manager

Kaiwhakahaere Ratonga Hauora

Summary

Health services managers are responsible for the day-to-day running of a hospital, primary health organisation (PHO), clinic or community health service.

Pay:

Pay for health services managers varies depending on experience and qualifications.

- New graduates usually earn \$60,000 to \$70,000 a year.
- After four to five years in the role, you can earn about \$100,000 to \$120,000 a year.
- Experienced health services managers with 10 to 15 years' experience and a postgraduate qualification can earn up to \$200,000 a year.
- Medical administrators who are qualified and a Fellow of the Royal Australasian College of Medical Administrators earn between about \$151,000 and \$216,000.
- Senior health services executives can earn over \$400,000.

Job opportunities: Chances of getting a job as a health services manager are good due to steady growth in the number of people employed in the role.

Length of training: 3-5 years of training usually required.

About the job

What you will do:

- provide overall direction and management
- meet government health policy requirements and local health needs
- prepare, manage and review budgets
- recruit, manage and coach staff
- develop and review strategic plans and policies
- liaise with other health providers, district health boards and funding bodies
- lead public education campaigns about health issues
- advise about measures to improve public health
- consult iwi and other local groups to ensure services are culturally appropriate
- prepare funding applications to district health boards and the Ministry of Health for new services.

Skills and knowledge needed:

- knowledge of health systems and services
- knowledge of the relevant regulations and laws
- management and budgeting skills
- strong planning and organisational ability
- the ability to analyse statistical information and government reports.

How to enter the job

To become a health services manager a postgraduate tertiary qualification in health management, such as the Postgraduate Diploma in Health Management or Master of Business Administration, is usually required.

Consideration will also be given to a professional qualification in other relevant areas of study, such as accounting, human resources, education or information technology.

Health services managers need to have experience in management or health services, in addition to their professional qualification.

Doctors who wish to specialise in medical administration need to complete:

- a medical degree
- a minimum of three years of clinical experience
- three years of specialist training to become a fellow of the Royal Australasian College of Medical Administrators.

Secondary education: A tertiary entrance qualification is required to enter tertiary training. Useful secondary school subjects include English, accounting and economics.

Personal qualities needed:

- good decision-makers
- good written and oral communicators
- understanding of different cultures
- able to work well under pressure
- responsible
- adaptable and open to new ideas
- able to provide leadership to a team.

Useful experience:

- nursing or related health work
- management experience.

Related jobs: Managing Director/Chief Executive.

Vocational pathways: Social and community services.

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Summary

Heavy truck drivers drive trucks with or without trailers. They transport materials, livestock, machinery, liquids, general freight and sometimes hazardous substances.

Pay:

Heavy truck drivers usually earn between \$16 and \$25 an hour. However, pay can vary greatly depending on the:

- industry you work in – for example, forestry, freight or agriculture
- size of the vehicle you drive
- region you work in
- company you work for
- length of the trip.

Job opportunities: Chances of getting a job as a heavy truck driver are average for new workers, but good for experienced drivers.

Length of training: 1-2 years of training usually required.

About the job

What you will do:

- carry out routine checks of their truck
- weigh their truck before and after it is loaded
- supervise or help with loading their truck
- check the condition of the load and that it is secure
- follow the correct safety procedures if goods being transported are dangerous
- keep records of, and check invoices for materials they are carrying
- plan the best route of delivery
- drive a truck to make deliveries or pick up goods
- keep a logbook of the hours they work.

Self-employed truck drivers also run their own business.

Skills and knowledge needed:

- excellent driving skills
- basic knowledge of the mechanics of their truck and how to maintain it
- knowledge of how to secure loads – for example, how to use load binders, chains and strops
- knowledge of transport laws and related industry laws
- knowledge of emergency procedures and how to handle hazardous conditions
- ability to use satellite tracking equipment and on-board computers.

Heavy truck drivers who are self-employed also need to have good business skills.

How to enter the job

To become a heavy truck driver you need to hold a licence for the size of truck you intend to drive.

You must first get a Class 2 learner's licence. To get this licence you must have held a full car licence for at least six months.

Once you have the Class 2 licence, you can work toward licences for other vehicle classes.

Heavy truck drivers who carry hazardous goods need to have completed unit standards in dangerous goods, which can be done as part of a National Certificate in Commercial Road Transport.

National Certificates in Commercial Road Transport are available through MITO.

The New Zealand Army also trains and employs heavy truck drivers.

Secondary education: There are no specific secondary education requirements, but useful subjects include NCEA Level 2 maths and English.

Personal qualities needed:

- punctual
- reliable and responsible
- able to follow instructions
- able to remain calm in emergencies
- able to work well under pressure
- courteous and law-abiding on the road.

Useful experience:

- any driving work
- work as a truck driver's assistant
- work at loading and unloading facilities
- any work in goods handling and management
- warehouses or stores work
- any work in an industry related to the materials being transported – for example, farming experience before driving livestock.

Related jobs: Furniture Packer/Mover, Tow Truck Operator.

Vocational pathways: Services industries.

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Helicopter Pilot

Summary

Helicopter pilots fly helicopters carrying people or cargo.

Pay:

Pay for helicopter pilots depends on the rating (licence type) that they hold – which corresponds to their completed flight hours and terrain experience – the type/size of helicopter they fly and the company they work for. Helicopter pilots are usually paid an hourly rate for flying hours, and a percentage of company turnover.

- Entry-level helicopter pilots usually earn about \$41,000 a year (based on a 40-hour week), though many only work part-time when first starting so they may earn less than this.
- Helicopter pilots with three to five years' experience can expect to earn between \$45,000 and \$80,000.
- Very experienced helicopter pilots may earn \$100,000 to \$180,000 or more.

Job opportunities: Chances of getting a job as a helicopter pilot are poor due to a small pool of jobs and a high number of people applying for available positions.

Length of training: More than 2 years of training usually required.

About the job

What you will do:

- prepare or check flight plans
- do preflight checks, including checking weather conditions, equipment and helicopter condition
- calculate the amount of fuel needed for flights, and refuel and load the helicopter accordingly
- brief passengers on flight and safety details
- control the helicopter on the ground and in the air
- write reports and keep a flight log.

Specialised helicopter pilots may do some of the following:

- provide commentary to tourists during scenic flights
- apply fertiliser or other agricultural chemicals
- communicate with other emergency services (such as hospitals or search and rescue services)
- round up sheep, horses, cattle or other groups of animals
- navigate helicopter in dangerous conditions such as smoke
- carry large buckets or tanks of water to put out fires.

Skills and knowledge needed:

- excellent flying skills
- knowledge of flight theory and flight planning
- able to interpret flight plans, weather and navigation data
- understanding of civil aviation laws
- knowledge of helicopter mechanics.

Kaiwhakarere Toparere

How to enter the job

To become a helicopter pilot you must have a Commercial Pilot Licence – Helicopter (CPL-H).

To get a commercial pilot licence you must:

- be at least 18 years old
- hold a current Class 1 medical certificate
- hold a current New Zealand Private Pilot Licence (Helicopter)
- pass 12 written exams on topics such as meteorology, navigation, air law and principles of helicopter flight
- complete a minimum of 150 hours' flight time
- satisfy the Civil Aviation Authority's (CAA) fit and proper person requirement
- pass the English Language Proficiency test.

Training to become a helicopter pilot can be done through private flight schools or with the New Zealand Air Force and Navy.

Secondary education: There are no specific secondary education requirements to become a helicopter pilot, but Level 3 NCEA with English and maths is preferred. Physics and computing are also useful subjects.

Personal qualities needed:

- calm, confident and alert
- adaptable
- able to work well under pressure
- good at following procedures with attention to detail.

Useful experience:

- experience in the industry you aim to fly in – for example, if you want to work as a rescue helicopter pilot, experience as a medic is useful
- flying experience
- customer service roles
- engineering or mechanical experience.

Related jobs: Aeroplane Pilot, Air Traffic Controller, Aircraft Maintenance Engineer, Flying Instructor.

Vocational pathways: Services industries.

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Summary

Historians research, write and present information about events and people of the past and present. They may also teach history.

Pay:

Pay for historians varies depending on what type of work they do, and their experience. Pay for historians working at universities is:

- University lecturers usually earn between about \$68,000 and \$82,000 a year.
- Senior lecturers may earn up to about \$110,000.
- Associate professors begin on about \$113,000 and can earn up to \$122,000.
- Professors may start on about \$128,000 and earn up to about \$159,000.

Job opportunities: Job opportunities for historians are poor due to few new positions being created and people tending to stay in the job for a long time.

Length of training: More than 3 years of training required.

About the job

What you will do:

- do research on a chosen topic, or a topic received from clients
- gather information from a wide variety of sources, including fieldwork and interviews
- organise, analyse and interpret information
- write reports and books, or deliver presentations on research findings
- teach history
- help prepare museum displays and websites
- help identify, protect and research historic places
- advise government departments.

Skills and knowledge needed:

- the culture, history and society of the people being studied
- the Māori language if specialising in New Zealand history
- how to conduct research, including how to analyse and interpret information
- project management.

How to enter the job

To become a historian you need to have at least a Bachelor of Arts or Bachelor of Social Sciences degree majoring in history.

However, most employers prefer you to have an Honours or Masters degree.

A Doctorate (PhD) in history is preferred for most academic positions.

Secondary education: A tertiary entrance qualification is required to enter tertiary training. Useful subjects include English, history, art history, classics, sociology, geography or languages.

Personal qualities needed:

- accurate, enquiring, patient and persistent
- able to keep information private
- able to make good judgements
- open-minded and have an awareness and understanding of a range of different cultures
- skilled at communicating both orally and in writing
- skilled at interviewing
- good at planning and organising.

Useful experience:

- Historians should also be widely read and have experienced a range of New Zealand's culture and heritage, especially Māori culture and language.

Related jobs: Archivist, Curator, Policy Analyst, Tertiary Lecturer.

Vocational pathways: Services industries, Creative industries.

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Horse Trainer

Summary

Horse trainers train horses for racing, and are responsible for their care at a stable or racetrack.

Pay:

Pay for horse trainers varies depending on how they are employed, their experience and their horses' success. They may:

- charge a fee for training horses and receive a percentage of their horses' winnings
- train young horses and make their money by selling them
- work as a co-trainer and receive a weekly wage and a share of winnings.

Owner-trainers train a small number of their own horses. They may need to do additional jobs to supplement their income.

Job opportunities: Chances of getting a job as a horse trainer are average for new entrants but good for those who are experienced.

Length of training: No specific training requirements.

About the job

What you will do:

- help horses get used to riders, equipment and the racing environment
- organise training plans for horses and train them for racing
- ride horses on practice tracks
- ensure horses are groomed and fed
- monitor horses' health
- train apprentice jockeys and stablegrooms
- market and sell horses at races and independently
- run their own business, including staff management.

Skills and knowledge needed:

- knowledge of horses and their behaviour
- understanding of horses' nutritional requirements and anatomy
- good horse-handling skills
- knowledge of training methods
- understanding of racing rules and procedures.

Horse trainers who employ staff must also have small business skills.

Kaiwhakapakari Hoiho

How to enter the job

There are no specific entry requirements to become a horse trainer, but you usually need at least six years' experience working with horses. This can include work as a:

- stablehand
- jockey or apprentice jockey
- harness driver.

Doing an apprenticeship and a qualification in any aspect of equine studies is useful.

If you wish to train horses to compete at race meetings, you need to be licensed by New Zealand Thoroughbred Racing or Harness Racing New Zealand.

Secondary education: There are no specific secondary education requirements for horse trainers. However, three years of secondary education is useful.

Year 11-13 students may be able to work toward national certificates through Harness Racing New Zealand, while still working toward NCEA. This may include off-site learning and some on-the-job training.

Personal qualities needed:

- passionate about horses
- confident around horses
- patient and firm
- good communicators
- good at training and motivating staff.

Useful experience:

- experience as a jockey
- experience as a stablehand
- any other work with horses.

Related jobs: Animal Care Attendant, Dog Trainer, Professional Sportsperson, Farm Worker.

Vocational pathways: Primary industries.

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Summary

Hotel porters meet and greet guests, answer enquiries, assist with luggage and park guests' vehicles.

Pay:

- Hotel porters usually earn between minimum wage and \$19 per hour.

Job opportunities: Chances of getting a job as a hotel porter are average as, although vacancies are common, competition is strong.

Length of training: No specific training requirements.

About the job

What you will do:

- greet and take guests to rooms
- move luggage
- run errands
- deliver mail, newspapers and messages
- deliver meals and drinks to rooms
- answer enquiries about local attractions and booking tours
- book taxis and restaurants
- park cars
- take and collect guests to and from airports and other locations.

Hotel porters may also cover for reception desk staff when needed.

Skills and knowledge needed:

- hotel services and safety regulations
- the local area and tourist attractions
- local restaurants and transport services.

How to enter the job

There are no specific requirements for becoming a hotel porter, but a full driver's licence is an advantage.

Hotel porters gain their skills on the job, and can get credits towards a National Certificate in Hospitality – Porter Services (Level 2) while working.

Secondary education: There are no specific secondary educational requirements to become a hotel porter. However, NCEA Level 1 English and maths are preferred.

Personal qualities needed:

- friendly and helpful
- polite and tactful
- resourceful and reliable
- organised
- good at listening and communicating
- able to work well as part of a team.

As porters deal with a wide range of people, they should also have an understanding and awareness of other cultures.

Useful experience:

- any hospitality experience, such as working as a waiter/waitress or bartender
- work in the tourism industry, such as being a tour guide
- customer service experience, such as retail work.

Related jobs: Bartender, Cafe Worker, Waiter/Waitress, Kitchenhand.

Vocational pathways: Services industries.

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Hotel/Motel Manager

Summary

Hotel/motel managers plan, organise and control the operation of a hotel, motel or hostel, including management of staff.

Pay:

Pay for hotel/motel managers varies, depending on experience, location and the type and size of establishment they work in.

- Hotel managers usually start on about \$38,000, going up to about \$200,000 a year.
- Motel managers usually earn between \$40,000 and \$90,000.
- Some hotel/motel managers also get on-site accommodation as part of their pay package.

Job opportunities: Chances of getting a job as a hotel/motel manager are good due to increasing job numbers.

Length of training: No specific training requirements.

About the job

What you will do:

- hire, train and manage staff and teams of people (especially in larger hotels)
- greet customers and check them in for their stay
- take client bookings for rooms and on local tours and attractions
- manage the hotel/motel website
- plan budgets and keep accounts
- ensure that health and safety requirements are met
- organise and co-ordinate events
- market the establishment.

Hotel/motel managers of smaller establishments may also do or oversee the following tasks:

- serve customers food and beverages
- cook or provide meals
- stocktake, order and price liquor and food
- uphold liquor laws, such as making sure there are no underage drinkers on the premises
- clean rooms and grounds and do laundry.

Skills and knowledge needed:

- skill in staff management
- basic computer skills
- knowledge of the area they work in, including local tourist attractions and services
- knowledge of health and safety regulations
- knowledge of various types of liquor licensing laws
- business skills, including accounting and budgeting
- basic knowledge of building maintenance.

Kaiwhakahaere Hōtera/Mōtera

How to enter the job

There are no specific entry requirements to become a hotel/motel manager. However, there are some preferred requirements, especially in larger establishments, such as:

- a Bachelor's degree in business studies, hotel management and/or hospitality management, or another related qualification such as a marketing degree
- a National Diploma in Hospitality – Operational Management (Level 5).

Secondary education: There are no specific secondary education requirements to become a hotel/motel manager. However, useful subjects include English, accounting and economics.

A tertiary entrance qualification is required to enter further training.

Personal qualities needed:

- have excellent people and customer service skills
- be able to relate to people from a range of cultures
- be able to accept criticism
- have good leadership skills
- have decision-making and problem-solving skills
- be able to remain calm in emergencies.

Useful experience:

- work in the hospitality or tourism industries
- work in sales and marketing
- any work requiring good communication skills.

Hotel/motel managers often gain supervisory or management experience in the hotel industry by working in roles such as food and beverage manager or executive housekeeper.

Related jobs: Camping Ground Manager, Cafe/Restaurant Manager.

Vocational pathways: Services industries.

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Summary

Human resources advisers are responsible for staff and personnel matters in an organisation. Responsibilities include recruitment and selection, health, safety and wellbeing, performance management and remuneration, learning and development, employment relations and policy development.

Pay:

Pay for human resources advisers depends on experience and the size of the organisation they work in.

- Human resources advisers with less than two years' experience earn about \$63,000 a year.
- Those with two to four years' experience earn about \$72,000.
- Senior human resources advisers with more than five years' experience earn about \$92,000.
- Human resources advisers who become managers can earn between \$119,000 and \$139,000 a year.

Job opportunities: Chances of getting a job as a human resources adviser are average, due to increasing job numbers but high competition for positions.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- analyse jobs and write job descriptions, advertise vacancies, and help interview and select staff
- consult with management, staff and unions about salaries and working conditions
- give advice on workplace relations policies and procedures, performance management and disciplinary matters
- give advice on employment legislation and health, safety and wellbeing regulations
- identify and plan staff learning and development
- develop strategies for human resources areas such as recruitment, remuneration, learning and development, change management and legislative compliance
- talk to staff about personal or work problems
- mentor and coach staff
- manage the payroll.

Skills and knowledge needed:

- employment agreements
- employment legislation, such as the Employment Relations Act
- equal opportunities and privacy legislation
- recruitment, including how to write job descriptions, interview and train staff.

How to enter the job

To become a human resources adviser it is preferred you have a relevant tertiary qualification, such as:

- a diploma or graduate diploma in human resource management or in industrial psychology
- a degree majoring in human resource management, employment relations or industrial psychology.

Other relevant qualifications such as management or law could also be useful.

Secondary education: NCEA Level 3 is required to enter tertiary training. Useful subjects include English, maths, economics and computer studies.

Personal qualities needed:

- trustworthy, with high levels of integrity
- organised
- skilled at communicating with people in person
- listening and in writing
- able to keep information confidential
- able to negotiate and deal with conflict effectively
- able to relate to people from a wide range of backgrounds.

Useful experience:

- work as a union official or delegate
- work as a human resources practitioner, training or recruitment adviser
- administrative work
- career guidance
- payroll work
- policy development.

Related jobs: No specific related jobs provided.

Vocational pathways: Services industries.

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Hunter/Trapper

Summary

Hunters and trappers trap or shoot animals for food, pelts (skins), fur, research or to remove pests.

Pay:

Pay for hunters and trappers varies according to the type of work (the animal they hunt or trap), their experience and/or how successful their hunting/trapping is.

Hunters and trappers may be paid:

- an hourly rate
- per animal killed
- by the number of pelts or the amount of fur they sell
- by the number of traps laid.

Many hunters and trappers are self-employed and/or work on contract.

Job opportunities: Chances of getting a job as a hunter/trapper are average as it is a small occupation but there is steady demand for their services.

Length of training: No specific training requirements.

About the job

What you will do:

- decide where to work, get the relevant approvals, and notify people in the area where traps and poison are set
- map and record their work
- track animals by checking the area for signs such as droppings or damage to vegetation
- mix bait, set traps, or lay poison
- inspect traps and bait stations and remove or dispose of animals
- shoot animals (sometimes at night, which is known as spotlighting)
- cut tracks for better access to traps and bait stations
- skin animals, and cut up carcasses.

Skills and knowledge needed:

- knowledge of different types of traps and poisons and skill in using them
- good animal-tracking skills to be able to recognise and follow signs that animals are in the area
- knowledge of animal behaviour and likely feeding places
- good shooting skills, and knowledge of firearm care, safety and laws
- animal-skinning skills
- knowledge of the outdoors, including bush and mountain environments
- awareness of environmental issues, ecology and safety rules.

Kaikimi/Kaihopu Kararehe

How to enter the job

There are no specific requirements to become a hunter and trapper, as most skills are learned on the job. However depending on what sort of hunting or trapping you are doing, you may need training in an aspect of the work.

If you are hunting with a rifle, you will need a firearms licence, and a hunting permit.

Secondary education: There are no specific secondary education requirements for this job.

Personal qualities needed: Hunters and trappers must be comfortable working outdoors and on their own, as they may spend long periods alone in the bush.

Useful experience:

- work in the bush
- any work involving livestock or farming
- servicing machinery
- tramping and recreational hunting experience.

Related jobs: Farmer/Farm Manager, Biosecurity Officer, Outdoor Recreation Guide/Instructor, Ranger, Pest Control Technician.

Vocational pathways: Primary industries.

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Summary

Immigration officers control the entry of people from other countries into New Zealand, assessing visa applications from people who wish to visit, study, work or reside in NZ.

Pay:

Pay for immigration officers varies depending on their experience.

- Immigration officers with one to three years' experience usually earn between \$40,000 and \$55,000 a year.
- Immigration officers with managerial responsibilities usually earn between \$70,000 and \$90,000.

Job opportunities: Chances of getting work as an immigration officer are average, due to a stable number of workers in the role.

Length of training: 3–4 years of training required.

About the job

What you will do:

- provide information about immigration laws, policies and procedures
- answer written and phone enquiries
- read, check and decide on applications for residency or entry into New Zealand
- interview applicants
- explain decisions to applicants
- issue permits and visas
- assess potential immigration risks
- investigate breaches of immigration laws
- advise on immigration policy and operations.

Skills and knowledge needed:

- knowledge of immigration laws, policies and official procedures
- knowledge and understanding of a range of cultures
- good interviewing and communication skills
- excellent writing skills
- analytical and research skills.

The ability to speak another language is also useful.

How to enter the job

To become an immigration officer you need to:

- be a New Zealand citizen or have permanent residency
- take part in five days of warrant training, where you interpret immigration policy and apply it to case studies
- pass a test after this training, so you are warranted (qualified) to work in immigration
- undergo on-the-job training in immigration policy and its application
- be willing to complete further training, such as advanced customer service skills or writing for work.

A tertiary qualification that demonstrates analytical ability and excellent written communication may be useful.

Secondary education: A tertiary entrance qualification is needed to enter further training. Useful subjects include English, languages, geography and history.

Personal qualities needed:

- good at communicating, particularly in writing
- friendly, patient and fair
- responsible and resilient under pressure
- able to use sound judgement
- able to work well under pressure and in a team
- able to keep information private
- accurate, with an eye for detail.

Useful experience:

- management of caseloads or workflows
- applying policies or rules and making decisions of consequence, such as work on insurance claims
- work in local or national government organisations, or state-owned enterprises
- customer service.

Experience living or working overseas and/or using a second language is also an advantage.

Related jobs: Administration Officer, Customs Officer, Environmental Health Officer, Health and Safety Inspector.

Vocational pathways: Social and community services.

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Importer/Exporter

Summary

Importers/exporters plan, organise, direct and co-ordinate the operations of an importing or exporting business.

Pay:

- Pay for importers/exporters varies greatly depending on their qualifications, experience, who they work for and the exact role they perform.
- According to Census data, the median income for importers/exporters in 2013 was \$70,000.

Job opportunities: Opportunities for importers/exporters are average due to the strong New Zealand economy but stable worker numbers.

Length of training: No specific training requirements.

About the job

What you will do:

- provide specialist knowledge about domestic and international markets
- gather information on products and work out the cost of supplying them
- negotiate customs, shipping and air freight services
- develop promotional and marketing campaigns
- keep up to date with exchange and financial market rates
- develop risk management policies to cover fluctuations in New Zealand and foreign currencies
- communicate with government agencies such as Ministry of Foreign Affairs and Trade (MFAT) and Export New Zealand.

Skills and knowledge needed:

- knowledge of the goods they are selling
- knowledge of customs legislation and export procedures
- knowledge of distribution systems
- knowledge of international banking methods
- negotiating skills for dealing with overseas clients
- budgeting, business and marketing skills.

Being able to speak other languages can be an advantage.

Kaiwhiwhi Rawa i Tāwāhi/ Kaituku Rawa Ki Tāwāhi

How to enter the job

There are no specific entry requirements to become an importer/exporter. However, a tertiary qualification in shipping and logistics, commerce or business management is preferred.

Exporting-specific qualifications are provided by two institutions – the New Zealand School of Export and the Export Academy of New Zealand.

The New Zealand School of Export is the only provider of International Association of Trade Training Organisations (IATTO)-recognised qualifications. IATTO-recognised qualifications are internationally accepted.

Secondary education: Useful subjects include English, maths, economics and foreign languages.

Personal qualities needed:

- able to make good judgements
- quick-thinking and able to work well under pressure
- logical
- able to identify business opportunities and make the most of them
- good at written and oral communication
- good at time management
- able to work as part of a team and independently.

Useful experience:

- working in overseas trading or exporting, manufacturing, shipping, or in a management position
- overseas travel and experience of different cultures
- a background in marketing.

Related jobs: Event Manager, Advertising, Sales and Marketing Manager, Building and Construction Manager, Policy Analyst.

Vocational pathways: Services industries, Manufacturing and technology.

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Summary

Industrial designers design and develop products for use in homes, businesses and industry.

Pay:

Pay for industrial designers varies depending on experience.

- Graduate industrial designers typically earn between \$40,000 and \$45,000 a year. Some employers also give employees a cut of company earnings through profit-sharing schemes.
- With three to five years' experience, industrial designers can expect to earn up to \$60,000.
- At senior level, with five or more years' experience and management responsibilities, industrial designers may earn between \$60,000 and \$80,000.
- Self-employed industrial designers may earn more than this.

Job opportunities: Job opportunities for industrial designers are average as designer numbers are stable but demand for their services is increasing.

Length of training: 3 years of training usually required.

About the job

What you will do:

- analyse clients' requirements
- prepare drawings and models
- discuss design ideas with clients
- work out material and process requirements
- provide clients with budgets for production of designs
- analyse product patent documents
- test the durability, efficiency, or comfort of products (ergonomics).

Skills and knowledge needed:

- knowledge of design and production standards
- knowledge of manufacturing and construction materials and processes
- knowledge of ergonomic design (how to design for users' comfort and efficiency)
- the ability to interpret clients' ideas.

How to enter the job

To become an industrial designer you need a Bachelor's degree in industrial or product design. Some employers may also accept people with degrees in related areas, such as graphic or architectural design.

A portfolio that demonstrates your design and creative ability is also necessary.

Secondary education: A tertiary entrance qualification is needed to enter tertiary training. Useful subjects include art, design technology, graphics, computer studies, English and maths.

Personal qualities needed:

- creative and imaginative with good artistic skills
- innovative
- able to work well under pressure
- motivated and confident
- able to accept criticism
- good communicators
- persuasive, as they need to sell their ideas and designs to clients.

Useful experience:

- drawing experience
- computer-aided design (CAD) experience
- draughting work
- architecture or interior design work
- craft or furniture design
- manufacturing work in a workshop
- running a business.

Related jobs: Mechanical Engineering Technician, Clothing Pattern Maker, Architect, Architectural Technician, Metal Worker, Fabrication Engineer, Mechanical Engineer, Cabinet Maker, Clothing Designer, Graphic Designer, Interior Designer, Welder, Landscape Architect.

Vocational pathways: Manufacturing and technology, Services industries, Creative industries.

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Industrial Spray Painter

Summary

Industrial spray painters, paint, powder-coat or resurface industrial machinery and a variety of goods, equipment, structures and materials used in homes, offices and industries.

Pay:

- Salaries vary depending on skills and experience, but industrial spray painters usually earn between \$28,000 and \$45,000 per year.
- Very experienced or self-employed industrial spray painters may earn more than this.

Job opportunities: Chances of getting a job as an industrial spray painter are average due to relatively stable worker numbers.

Length of training: No specific training requirements.

About the job

What you will do:

- sand and clean surfaces to be painted
- decide which products to use for a particular surface
- prepare metals by treating them with chemicals or grit-blasting them
- apply an undercoat
- choose and mix paint
- spray paint or powder-coat objects
- bake powder-coat onto metal in ovens
- polish the finished product
- discuss treatment and painting requirements with customers.

Skills and knowledge needed:

- knowledge of paint types and colours
- up-to-date knowledge of painting, coating and preparation methods and technology
- practical skills, particularly spray-gun painting skills
- knowledge of safety rules and procedures.

Kairehu Ahumahi

How to enter the job

There are no specific requirements to become an industrial spray painter as skills are gained on the job.

Some employers prefer that you complete a National Certificate in Painting specialising in Spray Techniques, Specialised Coatings and Industrial Coatings.

Secondary education: There are no specific secondary education requirements but science, English, maths and workshop technology may be useful.

Personal qualities needed:

- accurate, with an eye for detail
- able to follow instructions.

Useful experience:

- painting and decorating work
- vehicle spray painting
- work involving metals
- factory work.

Related jobs: Automotive Refinisher, Painter and Decorator.

Vocational pathways: Manufacturing and technology.

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Summary

Information technology (IT) architects analyse an organisation's IT needs, oversee the development of IT capabilities and ensure they fit the business needs of an organisation.

Pay:

Pay for IT architects varies. According to an AbsoluteIT salary survey, IT architects in the:

- lowest-paid group earned an average of \$112,000 a year
- middle pay range earned an average of \$125,000
- highest-paid group earned an average of \$160,000.

IT architects working as contractors earn an average of \$100 to \$180 an hour.

Job opportunities: Chances of getting a job as an IT architect are good due to high demand for these services.

Length of training: 3–5 years of training usually required.

About the job

What you will do:

- analyse an organisation's overall business and establish how information technology is used there
- assess new computing applications to see if they are suitable and if the existing hardware will support them
- provide detailed information about costs and benefits of various computing applications
- create architectural plans outlining the structure of new computing applications
- lead a team of specialists to design and build new computing solutions
- test and review new computing solutions and fix any problems
- explain to people throughout an organisation how the application will affect their work
- develop training manuals and run training sessions to show clients how to use the application.

Skills and knowledge needed:

- up-to-date developments in computing trends
- new technology available in the IT industry
- how IT can be used in a business strategy and how to estimate a project's cost
- their clients' businesses.

How to enter the job

To become an IT architect you usually need:

- a tertiary qualification in a computer-related field such as information systems and/or a qualification in a business-related field
- at least 10 years' information and communication technology experience, including work in a senior position.

IT architects need to keep up to date with new technology and developments in software, and may complete further studies and attend seminars in these areas.

Secondary education: A tertiary entrance qualification is required to enter tertiary training. Useful subjects include computing and digital studies, information systems, maths and English.

Personal qualities needed:

- able to lead others
- able to work through problems logically and methodically
- good at analysis
- creative and adaptable
- able to work well under pressure as they need to meet deadlines
- skilled at oral and written communication, with good presentation skills.

Useful experience:

- work in a software development role
- computer systems management experience
- general business and project management experience.

Related jobs: Business Analyst, Software Developer, Information Technology Manager, Network Administrator, Systems Administrator.

Vocational pathways: Manufacturing and technology.

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Information Technology Helpdesk/Support Technician

Summary

Information technology (IT) helpdesk/support technicians help prevent, identify and fix problems with computer hardware and software.

Pay:

Pay for IT helpdesk/support technicians varies.

According to an AbsoluteIT salary survey, IT helpdesk/support technicians in the:

- highest-paid group earned an average of \$60,000 a year
- middle pay range earned an average of \$50,000
- lowest-paid group earned an average of \$43,000.
- IT helpdesk/support technicians working as contractors earn an average of \$23 to \$45 an hour.

Job opportunities: Chances of getting a job as an IT helpdesk/support technician are good due to a shortage of workers.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- identify and solve computer software, hardware and website problems
- analyse user problems and make suggestions for prevention of future problems
- assemble, install and test computer software, networks and servers
- update and repair equipment
- keep records of software and equipment.

Skills and knowledge needed:

- computer hardware, software, networks and websites
- the latest developments in IT.

Kaihanganarau Āwhina Hangarau Pārongo

How to enter the job

To become an IT helpdesk/support technician you usually need a diploma in information technology, IT support or other computer-related subjects.

Some employers may prefer you to have a degree. IT helpdesk/support technicians gain many skills on the job and may attend a wide range of courses to update their knowledge and skills.

Secondary education: Useful subjects include maths, physics and computing/digital technologies.

Personal qualities needed:

- methodical, accurate and patient
- able to work well under pressure, and meet deadlines
- able to work well as part of a team, and with minimal supervision
- skilled at problem solving and decision making
- skilled at verbal and written communication.

Useful experience:

- fixing computer hardware or software problems
- computer programming
- customer service or resolving complaints
- creating websites.

Related jobs: Software Developer, Electronics Engineer, Telecommunications Technician, Systems Administrator, Web Developer.

Vocational pathways: Manufacturing and technology.

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Summary

Information technology (IT) managers plan and supervise the computer and information technology services in an organisation or technical team.

Pay:

Pay for IT managers varies depending on experience and level of responsibility. They usually earn \$90,000 to \$130,000 a year.

- Contractors getting paid an hourly rate usually earn \$90 to \$110 an hour.

Job opportunities: Chances of getting a job as an IT manager are good because the IT industry is growing rapidly.

Length of training: 2-3 years of training required.

About the job

What you will do:

- assess and plan computer and information systems to meet the organisation's immediate and long-term needs
- advise organisations on the computer equipment, software and networks to be used
- supervise the installation, use and repair of computer systems
- manage the helpdesk area
- ensure jobs are costed correctly and invoices sent to customers
- prepare budgets
- purchase computer and information technology equipment.

Skills and knowledge needed:

- how their company can use and store information
- the latest computer hardware and software, and how they can be used by their company
- management, planning and technical requirements
- how to evaluate their clients' needs.

How to enter the job

To become an IT manager you usually need to have a relevant tertiary qualification, such as a degree in information technology, and relevant work experience.

Secondary education: Useful school subjects include maths, physics and computer studies.

Personal qualities needed:

- be good communicators, as they need to relay complex information about computers in easily understood terms
- have excellent analytical and problem-solving skills
- have good evaluation skills
- be able to make good judgements
- be able to work well under pressure
- be able to lead and motivate their support staff.

Useful experience:

- technical computer work
- helpdesk operations
- management
- project administration
- customer service.

Related jobs: Business Analyst, Web Developer, Project Manager, Managing Director/Chief Executive.

Vocational pathways: Manufacturing and technology, Services industries.

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Insurance Agent

Summary

Insurance agents advise on insurance and sell insurance to clients.

Pay:

Pay for insurance agents varies depending on the kind of work they do.

- Insurance agents usually earn between \$40,000 and \$55,000 a year.
- Account executives usually earn between \$60,000 and \$80,000.
- Account brokers usually earn between \$60,000 and \$130,000.
- Insurance agents may earn a commission on top of their base salary.

Job opportunities: Chances of getting a job as an insurance agent are good due to steady demand for their services.

Length of training: 3 years of training usually required.

About the job

What you will do:

- interview clients to identify their insurance needs
- explain to clients details of insurance and conditions, risk coverage, premiums and benefits
- calculate premiums
- record information about clients and their policies
- draw up lists of potential clients and contact them to arrange interviews.

Skills and knowledge needed:

- the insurance industry
- insurance policies, including what each policy covers
- relevant government policies such as tax requirements, benefit allowances and accident compensation
- relevant laws such as the Privacy Act and the Human Rights Act.

Māngai Rianga

How to enter the job

You need at least NCEA Level 1 in English and maths or equivalent to enter this role. You must not have any criminal convictions, and may be required to have a driver's licence.

Insurance agents learn skills on the job. The Australian and New Zealand Institute of Insurance and Finance (ANZIIF) offers certificates and diplomas in general and life insurance that focus on developing technical insurance skills, including underwriting.

Secondary education: NCEA Level 1 English and maths are needed. Science and accounting are useful.

Personal qualities needed:

- good at communicating
- able to relate to a wide range of people
- skilled at interviewing people
- good at making sales
- patient and helpful
- competitive and persistent
- organised.

Useful experience:

- insurance work such as working in claims, customer service or as a sales representative
- medical work
- survey or inspection work
- legal or research work
- banking, accounting or investment work
- call centre work
- work involving analysis.

Related jobs: Sales Representative, Insurance Loss Adjuster, Insurance Claims Officer, Financial Dealer.

Vocational pathways: Services industries.

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Summary

Insurance claims officers decide whether an insurance company will settle a claim.

Pay:

Pay for insurance claims officers varies depending on role and experience.

- Claims officers usually earn between \$45,000 and \$75,000 a year.
- Team leaders and managers usually earn between \$60,000 and \$130,000.

Job opportunities: Chances of getting a job as an insurance claims officer are average, though earthquake and weather events have caused an increase in temporary claims work.

Length of training: No specific training requirements.

About the job

What you will do:

- analyse the claim and decide whether it is covered by the policy
- appoint insurance loss adjusters and private investigators when required
- manage long-term claims and reassess them regularly
- make recommendations for the settlement of claims
- inform clients if claims are accepted and how they will be allocated
- organise payments to clients
- organise the repair or replacement of lost items
- make sure all enquiries and payments are dealt with quickly
- keep clients' files updated
- record payments made and received
- contact independent experts in the case of disputes and attend disputes tribunals.

Skills and knowledge needed:

- understanding of the insurance industry, particularly the area they work in, such as fire, life, accident or marine insurance
- knowledge of insurance policies, including what each policy covers
- an understanding of relevant laws, such as the Privacy Act and the Human Rights Act
- knowledge of their company's insurance policies.

It is also useful if insurance claims officers understand the risks involved in different occupations.

How to enter the job

There are no specific entry requirements to become an insurance claims officer, but some employers may prefer you to have completed tertiary training. Medical or paramedical qualifications are helpful for insurance claims officers working in the area of health, disability or life insurance.

Skills are gained on the job. Insurance claims officers attend in-house training and private courses in their specialist area.

The Australian and New Zealand Institute of Insurance and Finance (ANZIIF) offers courses to diploma level in general and life insurance that focus on developing technical insurance skills for claims staff.

Secondary education: A tertiary entrance qualification with skills in English and maths is preferred.

Personal qualities needed:

- good communicators and negotiators
- good at report writing
- good at analysing and interpreting information, including legal documents
- able to relate to a wide range of people
- tactful, patient and calm
- empathetic, diplomatic and fair
- logical and perceptive
- motivated and disciplined
- accurate, with an eye for detail
- organised and able to work well under pressure.

Useful experience:

- previous work experience within the insurance industry, such as in underwriting, sales or customer service
- work in the legal, customer service, health, finance or banking industries may also be useful.

Related jobs: Accounts Officer, Insurance Loss Adjuster, Contact Centre Worker, Insurance Agent.

Vocational pathways: Services industries.

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Insurance Loss Adjuster

Summary

Insurance loss adjusters investigate and calculate insurance claims.

Pay:

Pay for insurance loss adjusters varies depending on role.

- Insurance loss adjusters may earn between \$55,000 and \$90,000 a year.
- Senior loss adjusters may earn between \$80,000 and \$125,000.
- Assessing managers may earn between \$80,000 and \$140,000.

Job opportunities: Chances of getting a job as an insurance loss adjuster are good due to demand for new staff.

Length of training: 0-3 years of training usually required.

About the job

What you will do:

- inspect damage to property, vehicles or equipment
- determine the cause of damage
- estimate the cost of repair or replacement with the assistance of tradespeople, such as builders
- obtain tenders and quotes for repair or replacement
- negotiate with the claimant on what to do
- authorise payments for claims
- organise and supervise repairs
- negotiate between claimants and insurance companies
- write reports on all claims.

Skills and knowledge needed:

- their area of insurance specialisation
- insurance policies, including what each policy covers
- relevant laws such as the Insurance Law Reform Acts.

Kaiwhakatika Makeretanga Rianga

How to enter the job

There are no specific entry requirements to become an insurance loss adjuster. However, most loss adjusters have a background in insurance and often have qualifications or experience in accounting, construction, science or business.

Loss adjusters may complete further training to become chartered loss adjusters.

- First you must apply for membership of the Australasian Institute of Chartered Loss Adjusters (AICLA).
- After this you must complete exams administered by the Australasian and New Zealand Institute of Insurance and Finance.
- Passing these allows you to qualify for a Diploma of Loss Adjusting.

Secondary education: There are no specific secondary education requirements. However, a tertiary entrance qualification with English and maths may be useful.

Personal qualities needed:

- able to communicate with a wide range of people
- tactful and patient
- accurate
- pragmatic, thorough and able to make good judgements
- enquiring and able to interpret and analyse information
- motivated and disciplined
- good researchers and investigators
- good with numbers and computers.

Useful experience:

- Work in another area of insurance, especially claims, survey or inspection work, or legal or accountancy work.
- Practical experience in a relevant industry, such as panelbeating or building, is helpful.

Related jobs: Actuary, Insurance Claims Officer, Insurance Agent.

Vocational pathways: Services industries.

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Summary

Intelligence officers collect and analyse information about people, places and events that may pose a threat to national and international security.

Pay:

Pay for intelligence officers varies depending on who they are employed by.

Pay in the Defence Force:

- During training, intelligence officers in the Defence Force earn about \$32,000 a year, plus additional benefits such as food and accommodation allowances.
- Those who have completed training are generally paid between \$52,900 and \$68,600, plus benefits.

Pay in other organisations:

- Intelligence officers that work for other organisations earn between \$52,000 and \$68,000 a year.

Job opportunities: Chances of getting a job as an intelligence officer are average. Although worker numbers have increased, the role is highly specialised and vacancies are rare.

Length of training: More than 3 years of training usually required.

About the job

What you will do:

- collect, analyse and assess information about people, places and events that may pose a threat to national and international security
- co-operate with agencies nationally and internationally to gather information about potential threats
- manage investigations into specific threats
- provide reports to government and provide advice on how to manage threats.

Skills and knowledge needed:

- knowledge of national and international politics
- knowledge of research methods.

How to enter the job

There are no specific entry requirements to become an intelligence officer. However, you usually need a degree in one or more of the following:

- politics
- international relations
- defence and strategic studies
- information systems/technology
- languages.

To be eligible to become an intelligence officer you also need to:

- be a New Zealand citizen
- hold a current full New Zealand driver's licence
- have a clean police record
- pass a full psychological assessment
- gain high-level security clearance.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful subjects include maths, physics, computer studies, English, languages, geography and history.

Personal qualities needed:

- persuasive and analytical
- careful and accurate, with an eye for detail
- good at communicating with a wide range of people
- patient and discreet.

Useful experience:

- research and analysing data
- language study.

Related jobs: Foreign Policy Officer, Policy Analyst, Police Officer.

Vocational pathways: Services industries, Social and community services.

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Interior Designer

Summary

Interior designers plan and design spaces in residential, commercial, retail and leisure environments.

Pay:

Pay for interior designers depends on the company they work for and how much experience they have.

- Interior designers with one to five years' experience usually earn between \$45,000 and \$65,000 a year.
- Senior interior designers with more than five years' experience usually earn between \$65,000 and \$95,000.
- Self-employed interior designers may earn more than this.

Job opportunities: Chances of getting a job as an interior designer are average as competition for vacancies is strong.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- discuss design ideas and provide advice to clients
- analyse clients' requirements
- plan and design building interiors, rooms, shops, and residential and leisure spaces
- plan interior infrastructure such as lighting, air-conditioning and communication cabling
- prepare drawings, samples and decorating instructions
- advise on hiring tradespeople
- design furniture or fittings
- work with architects and other contractors at the early stages of designing an interior space.

Skills and knowledge needed:

- knowledge of past and present styles of architecture, design and decorating
- knowledge of interior materials such as paint, fabrics and glass
- knowledge of building regulations
- the ability to analyse client requirements and fit the design to a client (ergonomics)
- design, drawing and presentation skills.

Kaitātai o-Roto

How to enter the job

To become an interior designer you usually need a degree or diploma in interior design, spatial design or interior architecture. Some employers may also accept people with degrees in related areas such as architecture or industrial design.

Secondary education: To enter tertiary training, a university entrance qualification is required. Useful subjects include art and art history, English, graphics, computing and maths.

Many tertiary providers require design students to present a portfolio of work when applying for a place on a course.

Personal qualities needed:

- imaginative
- creative
- accurate, with an eye for detail
- good communicators
- able to inspire confidence in their clients
- able to accept criticism.

Useful experience:

- any work related to rebuilding or refitting building interiors
- industrial design or other design work
- architecture or architectural draughting work.

Related jobs: Architect, Architectural Technician, Graphic Designer, Painter and Decorator, Industrial Designer.

Vocational pathways: Construction and infrastructure, Creative industries.

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Summary

Interpreters convert what people say from one language into another.

Pay:

Pay for interpreters varies depending on your employer, and whether you're a contractor working on call or a full-time employee.

- Community interpreters generally charge per hour, whereas conference interpreters charge per day or half-day.
- Most interpreters do not make enough from this work to support themselves, and need to have another job as well.
- Interpreters may be reimbursed for transport costs if they have to travel.
- Interpreters who are on call, or who work outside regular office hours, normally earn higher fees.

Job opportunities: Chances of getting a job as an interpreter are average for most people, but good for those with skills in Māori interpreting.

Length of training: No specific training requirements.

About the job

What you will do:

- listen to speakers over the telephone or face to face, and repeat what is said in the required language/sign language
- interpret simultaneously (while the person is speaking) or consecutively (after the person has spoken)
- travel with, and interpret for, tourism or business groups
- consult dictionaries and other reference materials to find the accurate meaning of words and terms
- research specialist areas or subjects to prepare for different types of interpreting jobs.

Skills and knowledge needed:

- English and at least one other language
- cultures and customs of the people they work with
- written and spoken English to a high level
- the code of ethics for interpreters
- different interpreting techniques
- terms specific to their work (this may include medical, business and legal terms).

Knowledge of the Māori language may also be useful for interpreters in New Zealand.

How to enter the job

To become an interpreter you must be highly fluent in two or more languages.

If you want to become a Māori-English or English-Māori interpreter, Te Taura Whiri i te Reo Māori (the Māori Language Commission) recommends:

- a postgraduate qualification such as the University of Waikato's Postgraduate Diploma in Interpreting and Translating Māori
- Te Taura Whiri i te Reo Māori's Te Toi Reo Māori Translators and Interpreters Certificate.

To become a sign language interpreter, you need:

- good knowledge of New Zealand Sign Language
- a Bachelor in New Zealand Sign Language and English Interpreting or an equivalent overseas qualification.

The Ministry of Education offers sign language interpreting scholarships to students who intend to work with children in the education sector. Sign language interpreters may also attend courses on educational interpreting, deaf/blind interpreting, and minimal language skill interpreting (signing for deaf people with few sign language skills).

Secondary education: Useful secondary school subjects include English, languages, history and geography.

Personal qualities needed:

- concentrate for long periods
- relate to people from a wide range of cultures and make their clients feel comfortable
- be good listeners
- react quickly and work well under pressure
- cope with a wide variety of subjects and situations
- keep information private
- analyse information quickly.

Interpreters also need to have a good memory and good comprehension skills.

Useful experience:

- work with people from different cultures, or new migrants
- work in professional sectors such as law enforcement, scientific, legal, technical or medical environments
- living and working overseas – for example, going on a student exchange programme
- language study.

Related jobs: Foreign Policy Officer, Translator, Tertiary Lecturer, Secondary School Teacher, Tour Guide.

Vocational pathways: Social and community services.

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Jeweller

Summary

Jewellers design, make, alter and repair items such as rings, bracelets, necklaces and earrings.

Pay:

Pay for jewellers varies depending on skills, experience and whether they are working as a manufacturing or contemporary jeweller.

- Manufacturing jewellery apprentices usually start on the minimum wage, with pay rising to between \$32,000 and \$60,000 a year once they are fully qualified.
- Experienced manufacturing jewellers with five or more years' experience, and those who run their own businesses, can earn up to \$100,000.
- Pay for contemporary jewellers varies widely and depends on their success and ability to market themselves.

Job opportunities: Chances of getting work are poor for jewellers who don't have a trade certificate, but good for manufacturing jewellers.

Length of training: 4 years of training usually required.

About the job

What you will do:

- design jewellery
- select metals and gems
- melt and roll out metal
- cut, bend and shape metal, or cast metal from a plaster mould
- solder (join metals) and file and polish jewellery
- make settings for gems, and set gems securely into pieces of jewellery
- polish and clean jewellery once completed
- estimate the value of jewellery, and determine gemstone value by colour, cut, clarity, gem variety and carat (weight)
- sell jewellery in a retail shop.

Skills and knowledge needed:

- knowledge of jewellery styles and designs
- knowledge of metals and alloys
- knowledge of gemstones and their value
- knowledge of different methods of cutting and setting gemstones
- design skills.

Those running their own business need small business skills.

Kaihanga Taonga Rei

How to enter the job

To become a trade-certified manufacturing jeweller you need to complete an apprenticeship and gain a New Zealand Trade Certificate.

The Jewellery Industry Registration Board of New Zealand oversees apprenticeships for jewellers.

Some people also work as contemporary art jewellers, which does not require industry-certified training.

Secondary education: NCEA Level 1 English, maths and science is preferred. Art and design subjects are also useful.

Personal qualities needed:

- creative
- patient
- accurate, with an eye for detail
- able to solve problems
- practical, with good technical and maths skills.

Useful experience:

- any work in the arts
- work as a salesperson
- draughting and design experience (including computer-aided design)
- work as a jeweller's assistant
- any metalwork experience.

Related jobs: Retail Manager, Watchmaker and Repairer.

Vocational pathways: Manufacturing and technology, Services industries, Creative industries.

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Summary

Joiners use timber and board products to make fittings such as cabinets, doors, window frames and stairs.

Pay:

Pay for joiners varies depending on skills and experience.

- Joinery apprentices may start on the training minimum wage, with their pay increasing as they gain skills and qualifications.
- Joiners usually earn \$17 to \$24 an hour.
- Experienced or qualified joiners can earn \$25 to \$30 an hour or more.

Job opportunities: Chances of getting a job as a joiner are good due to the building boom.

Length of training: 3–4 years of training usually required.

About the job

What you will do:

- discuss clients' requirements and provide quotes
- draw diagrams and plans for clients
- measure, cut, assemble, sand and finish materials (usually timber) to make items such as cabinets, doors, window frames and stairs
- fit finished products in clients' homes or businesses
- run their own businesses.

Skills and knowledge needed:

- woodworking and machinery skills
- knowledge of how different timbers respond to being cut, glued, filed and sanded
- the ability to read plans and understand technical drawings
- knowledge of health and safety procedures and first aid
- skill in caring for joinery equipment
- basic maths skills.

Computer skills are helpful to calculate specifications and costs, or create designs.

Business skills are useful for joiners who run their own business.

How to enter the job

There are no entry requirements to work as a joiner. However, many employers prefer to hire joiners who are working towards, or have, a qualification.

To become a qualified joiner you need to complete an apprenticeship and gain a National Certificate in Joinery (Level 3 or 4).

The Building and Construction Industry Training Organisation (BCITO) oversees joinery apprenticeships.

Secondary education: There are no specific secondary education requirements to become a joiner. However, NCEA Level 2 English, maths, digital and visual communication and technology are useful.

Year 11 and 12 students can learn more about the construction industry and gain relevant skills by doing a National Certificate in Building, Construction and Allied Trades (Level 1 and 2) through the BConstructive programme.

For Year 11 to 13 students, the Gateway programme run by the Building and Construction Industry Training Organisation (BCITO) is a good way to gain industry experience.

Personal qualities needed:

- alert and safety-conscious when using tools and machinery
- accurate, with an eye for detail
- able to visualise a finished product
- able to follow instructions
- good at problem solving.

Useful experience:

- draughting
- carpentry or other building work
- interpreting or creating technical plans.

Related jobs: Boat Builder, Building Contractor, Cabinet Maker, Carpenter.

Vocational pathways: Construction and infrastructure, Manufacturing and technology.

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Journalist

Summary

Journalists research and produce stories for print, radio, television, websites and other forms of media for social and commercial purposes.

Pay:

Pay for journalists usually depends on the media they work in, their level of experience and the size of the business they work for.

- Entry level journalists usually earn \$30,000 to \$45,000 a year.
- Mid-level journalists usually earn between \$46,000 and \$55,000.
- Senior journalists can earn between \$63,000 and \$75,000, or more if they are very experienced.
- Journalists may also get allowances for working evenings or public holidays, as well as overtime pay.

Job opportunities: Chances of getting a job as a journalist are poor due to high competition for a limited number of vacancies.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- find and gather news about local or overseas events
- research and write stories
- interview people and record interviews
- take photographs and record videos
- present stories on radio or television in a natural and confident way.

Skills and knowledge needed:

- excellent interviewing and reporting skills
- excellent writing skills, including good knowledge of grammar
- a good general knowledge of local, national and international affairs
- an in-depth knowledge of the area they are covering or specialising in
- an awareness of what people are interested in
- research skills, including knowledge of where to find specialised information
- technical proficiency
- social and communication skills
- knowledge of media ethics and law, including libel, broadcasting standards, privacy and copyright.

Photography and videography skills may also be useful.

Kairipoata Pepa

How to enter the job

There are no specific entry requirements to become a journalist. However, most employers look for qualifications such as:

- a Bachelor's degree or diploma in journalism or broadcasting
- a Bachelor's degree in communications, majoring in journalism
- a Bachelor's degree that requires writing skills such as a history degree.

To work as a reviewer or critic, you require good knowledge of your subject area and excellent writing skills. Most reviewers and critics work on a voluntary basis until they've built up a portfolio of published writing.

A driver's licence is an advantage for most jobs.

Secondary education: A tertiary entrance qualification is usually required to enter further training. Useful subjects include English, history, maths and media studies.

Personal qualities needed:

- enquiring, curious, persistent and patient, with excellent communication skills
- confident and motivated
- accurate
- able to accept criticism
- good at time management
- able to work well under pressure to tight deadlines.

Useful experience:

- all types of writing experience
- radio, television or video work
- work involving interviewing people.

Related jobs: Copywriter, Author, Technical Writer, Editor, Television Presenter.

Vocational pathways: Services industries, Creative industries.

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Summary

Judges listen to court cases and make decisions on matters of law.

Pay:

Pay for judges varies depending on the court they preside at.

Judges have tenure (a fixed wage that cannot be decreased) to ensure that they remain impartial.

- Judges usually earn \$323,000 to \$473,000 a year.

Job opportunities: Chances of becoming a judge are poor due to the small size of the occupation and high competition for new jobs.

Length of training: 11 years of training usually required.

About the job

What you will do:

- enforce the rules during court cases
- listen to the evidence of witnesses and the arguments of lawyers
- make rulings on what evidence may be used
- guide juries on the law
- come to decisions on legal cases or receive the decisions of juries
- pass sentence on people who are convicted
- write decisions on cases
- sit on tribunals to help solve disputes
- decide custody and access disputes.

Skills and knowledge needed:

- excellent knowledge of New Zealand law and legal history
- excellent knowledge of how the court system operates
- knowledge of other judges' decisions
- an awareness of possible culture, gender and society issues that may affect court hearings
- management and leadership skills, so they can keep order in the court.

How to enter the job

To become a judge you need to have a Bachelor of Laws (LLB) and complete a Professional Legal Studies course.

You need at least seven years' experience as a solicitor and/or barrister before you apply to be a judge. Most judges are chosen from partners and directors of law firms or Queen's Counsels.

People wishing to become District Court or High Court judges need to apply or be nominated to the Attorney-General's Judicial Appointments Unit.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful subjects include English, history, te reo Māori and classical studies.

Personal qualities needed:

- mature and responsible
- honest and fair
- accepting of public scrutiny
- able to interpret and analyse information.

Useful experience:

- legal advisory work
- work for the Ministry of Justice
- work at parliament drafting new laws
- work in a private law practice.

Related jobs: Barrister, Solicitor.

Vocational pathways: Social and community services.

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Kaiwhakaako Māori

Summary

Kaiwhakaako Māori teach in te reo Māori at primary, intermediate and secondary schools.

Pay:

Pay for kaiwhakaako Māori varies depending on qualifications, experience and what type of school they teach at.

- Kaiwhakaako Māori earn about \$48,000 in their first year of teaching
- After seven years of teaching they earn about \$73,000.
- Private and independent schools sometimes pay an extra \$2,000 to \$3,000 a year.
- Primary and secondary teachers may earn more if they take on a management role, such as head of department or syndicate leader.

Job opportunities: Chances of getting a job as a kaiwhakaako Māori are good due to a shortage of workers.

Length of training: 3–4 years of training required.

About the job

What you will do:

- plan, prepare and teach programmes for primary or secondary students
- set and mark assignments and tests
- assess students' work for internally assessed components of qualifications
- record children's progress and write reports
- help children develop social skills and behaviours
- meet with parents, whānau or caregivers, individually or at parents' evenings
- attend departmental and staff meetings
- take part in or organise extracurricular activities such as sport, camps or drama
- keep up to date with curriculum changes and assessment methods
- maintain regular contact with local iwi, marae and community groups.

Skills and knowledge needed:

- knowledge of Māori language and culture
- teaching skills, and knowledge of different teaching methods and learning styles
- up-to-date knowledge of the curriculum
- assessment and planning skills
- classroom management skills, including an understanding of behaviour management
- knowledge of how to access services that provide support and help to teachers.

Kaiwhakaako Māori

How to enter the job

Entry requirements for kaiwhakaako Māori vary depending on the type and level of school.

For primary teaching at kura kaupapa Māori (Māori medium schools) you need to be fluent in te reo Māori, and have one of the following:

- a three-year Bachelor of Education (Teaching) or equivalent
- a degree plus a one-year Graduate Diploma of Teaching
- a four-year conjoint degree that combines study in teaching subjects with teacher training.

For secondary teaching of te reo Māori at English medium schools you need one of the following:

- a degree in Māori followed by a one-year Graduate Diploma of Teaching (Secondary)
- a combined Māori degree and secondary teaching qualification.

For secondary teaching at Māori medium or bilingual schools you need to be fluent in te reo Māori, and have one of the following:

- a specialist subject degree followed by a one-year Graduate Diploma of Teaching (Secondary)
- a combined specialist subject degree and secondary teaching qualification.

You need to be registered with the New Zealand Teachers Council and have a current practising certificate, renewable every three years.

Some scholarships are offered by the Government to encourage people to become kaiwhakaako Māori.

Secondary education: A tertiary entrance qualification is required to enter a teacher training programme.

Personal qualities needed:

- skilled at communicating with students and adults from a range of backgrounds
- organised and good at solving problems
- friendly, enthusiastic and able to motivate children
- creative, adaptable and resourceful.

Useful experience:

- work with Māori, young people or marae work
- Māori language courses
- counselling
- community work.

Related jobs: Early Childhood Teacher, Teacher of English to Speakers of Other Languages (ESOL), Primary School Teacher, Tertiary Lecturer, Secondary School Teacher, Speech-Language Therapist.

Vocational pathways: Social and community services.

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Summary

Kitchenhands wash dishes and clean the kitchen and serving areas in eating places. They may also help kitchen staff prepare food.

Pay:

Pay for kitchenhands varies depending on experience, but most earn between \$15 and \$18 an hour.

Job opportunities: Chances of getting a job as a kitchenhand are good due to high staff turnover.

Length of training: No specific training requirements.

About the job

What you will do:

- wash dishes and remove rubbish
- unload and put away food and other supplies
- clean all kitchen surfaces including the floors and equipment
- wash, peel and chop vegetables
- prepare other food if needed.

Skills and knowledge needed:

- knowledge of cleaning methods and chemicals
- knowledge of kitchen safety and food hygiene
- skill preparing food and using kitchen equipment.

How to enter the job

There are no specific requirements to become a kitchenhand, as skills are gained on the job.

However, a National Certificate in Hospitality, such as the National Certificate in Hospitality (Level 2) may be useful, and offers a good introduction to the hospitality industry.

Secondary education: There are no specific secondary education requirements for this job.

Personal qualities needed:

- organised, and able to work well in a team
- able to work well under pressure
- able to show initiative
- good at following instructions and paying attention to detail.

Useful experience:

- work as a cleaner, food counter assistant, waiter/waitress, or any work dealing with food.

Related jobs: Cook, Cafe Worker, Chef, Cleaner, Food and Beverage Factory Worker.

Vocational pathways: Services industries.

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Landscape Architect

Summary

Landscape architects plan, design and advise on the construction of urban, rural, residential and public landscapes. They also manage and conserve natural or heritage landscapes and public open spaces.

Pay:

Pay for landscape architects largely depends how much experience they have. According to industry sources:

- graduate landscape architects usually earn between \$40,000 and \$50,000 a year
- landscape architects with two to five years' experience can expect to earn between \$45,000 and \$80,000
- senior landscape architects with five to 10 years' experience usually earn between \$75,000 and \$100,000.

Landscape architects with more than 10 years' experience and/or who provide specialist services, such as representing clients in the Environment Court, may earn more than this.

Job opportunities: Job opportunities for landscape architects are average for new graduates but good for people with experience.

Length of training: More than 4 years of training required.

About the job

What you will do:

- study sites to be developed
- advise clients on ways to restore and maintain outdoor areas
- develop plans, sketches and models
- draw or use a computer to prepare plans
- work out costs for landscape projects
- arrange for people to construct outdoor areas
- monitor the construction of outdoor areas.

Skills and knowledge needed:

- knowledge of design principles
- excellent design and planning skills, including technical drawing skills
- skill using computer-aided design (CAD) software
- an understanding of how people interact with their surroundings
- knowledge of plants, soils and climate
- knowledge of different construction methods and materials.

Kaihoahoa Whenua

How to enter the job

To become a landscape architect you need to have a qualification in Landscape Architecture from one of three programmes accredited by the New Zealand Institute of Landscape Architecture (NZILA), or a relevant overseas qualification.

Secondary education: To enter tertiary training, a university entrance qualification (Bursary or NCEA Level 3) is required.

Useful subjects include art, design, graphics, computer studies, environmental studies, history, biology, geography, physics, English and communications, technology and maths.

Personal qualities needed:

- creative
- practical
- adaptable, with an eye for detail
- able to inspire confidence in clients
- able to work well under pressure.

Useful experience:

- draughting work
- work with plants and gardens
- building of landscape construction
- design work or courses
- accounting, budgeting or costing projects.

Related jobs: Architect, Architectural Technician, Naval Architect/Boat Designer, Surveyor, Interior Designer, Industrial Designer, Landscape Gardener.

Vocational pathways: Construction and infrastructure, Primary industries, Creative industries.

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Summary

Landscape gardeners design, develop, maintain and remodel gardens and landscapes.

Pay:

Pay rates for landscape gardeners depend on experience, qualifications and where in New Zealand they work – those in Auckland are likely to earn up to \$4 an hour more than people working elsewhere in the country.

- Someone starting out with no qualifications or experience usually starts on minimum wage or a little more.
- With training and/or one or two years' experience, landscape gardeners usually earn between \$16 and \$18 an hour.
- Experienced landscape gardeners with extra responsibilities can earn up to \$35 an hour.
- Landscape gardeners in managerial positions or those who run their own business can earn up to \$40 an hour.
- Many landscape gardeners are self employed and how much they earn depends on the success of their business.

Job opportunities: Job opportunities for landscape gardeners are good for people looking for hands-on practical work, but opportunities are harder to find for those who want to work in landscape design.

Length of training: No specific training requirements.

About the job

What you will do:

- discuss and develop designs with clients
- read and interpret plans and discuss design concepts with landscape architects
- do basic planning and design work, and planting plans
- calculate construction costs such as labour and materials
- select seeds, bulbs and plants and plant these
- construct decking, fencing, walls and courtyards, and lay down paving
- install garden lighting, irrigation and ornaments.

Skills and knowledge needed:

- knowledge of different plants and their required growing conditions
- the ability to interpret and follow plans and drawings
- knowledge of construction methods and materials
- knowledge of design regulations, permits and plans
- knowledge of tiling and bricklaying.

Business skills are useful for landscape gardeners who run their own business.

How to enter the job

There are no specific entry requirements to become a landscape gardener, but horticultural or gardening experience is useful.

A driver's licence is also preferred by most employers.

Many employers prefer to hire someone with relevant training. Landscape design courses are available through a number of polytechnics and you can train on the job and complete an apprenticeship in landscaping through the Primary Industry Training Organisation (Primary ITO).

Secondary education: Three years of secondary education is preferred. Useful subjects include English, maths, horticulture, biology and workshop technology.

Year 11-12 students can work towards national certificates in horticulture through Competenz - New Zealand Trade Academy while still working towards NCEA. This usually includes off-site learning and some on-the-job training.

Personal qualities needed:

- reliable and hard working
- able to work independently or as part of a team.

Useful experience:

- any building and construction work
- any work in the horticulture industry
- labouring work.

Related jobs: Arborist, Crop Farm Worker, Ranger, Landscape Architect, Gardener, Groundsperson, Nursery Grower/Worker.

Vocational pathways: Construction and infrastructure, Primary industries.

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Laundry Worker/Dry-Cleaner

Summary

Laundry workers/dry-cleaners clean, wash and care for clothing, curtains and bedding.

Pay:

Pay for laundry workers/dry-cleaners varies according to where you work and how much experience you have.

- Laundry workers/dry-cleaners usually start on the minimum wage or a little more.
- Experienced laundry workers/dry-cleaners can earn up to \$18 to \$20 an hour.

Job opportunities: Chances of getting a job as a laundry worker/dry-cleaner are average as there is a reasonable turnover of staff but high demand for roles when they become available.

Length of training: No specific training requirements.

About the job

What you will do:

- take laundry from customers, calculate costs of work and record work to be done
- label and sort items to be cleaned
- inspect items for stains, and spot-clean as required
- load and unload dry-cleaning or washing machines and driers
- steam-press items
- iron, fold and pack cleaned laundry
- deliver items to businesses or private homes
- repair and alter clothing, if they offer these services.

Skills and knowledge needed:

- knowledge of different fabric types and how to care for them
- knowledge of chemicals and stain removers
- skill in operating washing, dry-cleaning and drying machines.

They may also need expertise in mending and alterations if the business they work for offers these services.

Kaimahi Horoi Kākahu/ Kaiwhakamohani Kākahu

How to enter the job

There are no specific entry requirements for becoming a laundry worker/dry-cleaner, as skills are gained on the job.

Employers may want you to gain the New Zealand Certificate in Laundry Processing (Level 2) or the New Zealand Certificate in Drycleaning (Level 3) while you work.

Secondary education: There are no specific secondary education requirements to become a laundry worker/dry-cleaner. However, NCEA Level 1 English, maths and textiles are useful subjects.

Personal qualities needed:

- quick, practical and methodical
- able to pay attention to detail
- careful and responsible
- good at basic maths.

Useful experience:

- work with fabric or textiles
- clothing retail work
- housekeeping.

Related jobs: Carpet Cleaner.

Vocational pathways: Services industries.

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Summary

Legal executives carry out legal tasks for law firms and organisations such as government departments, local authorities and financial institutes.

Pay:

Pay for legal executives varies depending on experience.

- Legal executives with up to two years' experience usually earn between \$40,000 and \$55,000 a year.
- Legal executives with two to four years' experience usually earn \$55,000 to \$70,000.

Job opportunities: Chances of getting work as a legal executive are average due to steady demand for their services.

Length of training: 1 year of training usually required.

About the job

What you will do:

- act for clients buying, selling and developing property
- administer estates and trusts and prepare wills
- administer and help with the legal aspects of running a company
- assist clients with business transactions
- assist clients with debt collection
- prepare, analyse and interpret a variety of legal documents
- prepare and file court documents
- help prepare court cases.

Skills and knowledge needed:

- knowledge of legislation and regulations
- understanding of legal terms and methods
- knowledge of how to prepare legal documents
- legal research skills.

How to enter the job

To become a legal executive you need a New Zealand Law Society Legal Executive Diploma (Level 6). It is recommended that you work in a law firm while you are studying for the diploma.

Most legal executives register with the New Zealand Institute of Legal Executives.

Secondary education: To study for a Legal Executive Diploma, the New Zealand Law Society recommends you have 14 credits in English at NCEA Level 2.

Personal qualities needed:

- accurate
- reliable and able to keep information confidential
- able to work well under pressure
- friendly, patient and helpful.

Useful experience:

- work as a legal secretary, law clerk or other work in a law office
- working for the courts
- work with the public
- research work.

Related jobs: Administration Officer, Solicitor, Secretary, Court/Legal Clerk.

Vocational pathways: Services industries.

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Librarian

Summary

Librarians develop, organise and manage library services such as collections of information, recreational resources and reader information services.

Pay:

Pay for librarians varies depending on experience and level of responsibility.

- Graduate librarians with 1-2 years' experience and those in general librarian roles usually earn about \$53,000 to \$57,000 a year.
- Librarians with 3-5 years' experience, with some supervisory or management tasks, can earn between \$63,000 and \$73,000.
- Senior librarians with more than 5 years' experience, who manage staff and a small library or department within a larger library, can earn between \$77,000 to \$94,000.

Job opportunities: Chances of getting a job as a librarian are average due to a smaller number of positions available, but increase as librarians retire.

Length of training: 2-4 years of training usually required.

About the job

What you will do:

- help customers use library technology to find items they need
- plan and manage library services
- select and buy books and other materials for libraries
- catalogue and classify library materials
- update and maintain electronic resources and databases
- research information for customers (mainly in corporate or law libraries)
- support customers to access information on their own devices
- organise or run training courses for customers
- manage a library's websites and social media channels.

Skills and knowledge needed:

- different methods for organising and finding information, including cataloguing rules
- the range of material kept in their library
- library software and subscription databases
- information resources available in specialist subjects
- how to protect library materials from damage
- research skills
- event management skills
- how to use computerised information systems
- how to teach a wide range of learners, including children, migrants and older people.

Kaitiaki Pātaka Pukapuka

How to enter the job

To become a librarian you usually need to have one of the following qualifications:

- a Diploma in Library and Information Studies (Level 5)
- an undergraduate library qualification
- an undergraduate degree in any subject, and a postgraduate degree in library and information studies.

Some librarian positions require particular subject knowledge. For example:

- law studies are useful for law librarians
- New Zealand or Māori history courses are useful for librarians working with specialised collections in these areas
- expertise in information technology is needed to be a systems librarian.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful subjects include English and other NCEA Level 3 subjects that involve research.

Personal qualities needed:

- good at listening and understanding customers' requests
- analytical and good problem-solvers
- good communicators
- patient when dealing with people
- accurate, quick, efficient and logical
- able to work on their own or as part of a team
- good at project management and planning.

Useful experience:

- volunteer or paid work in libraries
- research or computer work
- work in archives or records management
- customer service jobs such as working in restaurants, hotels or retail shops
- teaching experience in early childhood and adult literacy.

Related jobs: Archivist, Historian, Curator, Records Adviser, Library Assistant.

Vocational pathways: Social and community services.

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Summary

Library assistants carry out a variety of tasks needed to help run a library including organising material and helping library users.

Pay:

- Pay for library assistants varies, but entry level pay is usually between \$31,000 and \$37,000 a year.
- Salaries increase with more responsibilities, and some library assistants in senior positions can earn between \$38,000 and \$49,000 a year.

Job opportunities: Chances of getting a job as a library assistant are poor due to high competition for limited vacancies.

Length of training: No specific training requirements.

About the job

What you will do:

- issue library materials such as books, magazines, CDs and DVDs
- deal with customer enquiries
- help customers use the online library catalogues, digital resources or the internet
- check and process library returns
- sort, mend, file and shelve library material
- help catalogue and prepare new materials for library use.

Skills and knowledge needed:

- an understanding of how to use library management systems and databases
- knowledge of how information is organised in libraries
- good general knowledge about the library they work in to help with customer enquiries.

How to enter the job

There are no specific entry requirements to become a library assistant. However, a tertiary qualification in library studies may be useful.

Open Polytechnic offers two distance-learning courses in library and information studies:

- Certificate in Cataloguing
- Diploma of Library and Information Studies (Level 5).

Library assistants who work on library book buses need a current New Zealand heavy vehicle driver's licence and a first aid certificate.

Secondary education: No specific secondary education is required for this job, but NCEA Level 2 English, maths, languages, history and geography are useful.

Personal qualities needed:

- be friendly, helpful and patient, with excellent oral and written communication skills
- be able to relate well to a wide range of people
- have basic research skills
- have numeracy and money-handling skills
- be accurate and efficient
- be able to work well independently and as part of a team.

Useful experience:

- voluntary work in a library
- customer service jobs such as work in restaurants, hotels or shops
- work in a bookshop or newsagent's
- teaching
- office work.

Related jobs: Archivist, Historian, Curator, Records Adviser, Librarian.

Vocational pathways: Social and community services.

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Lift Technician

Summary

Lift technicians install, maintain and repair lift and escalator systems.

Pay:

Pay for lift technicians varies depending on experience and responsibilities.

- Lift technicians with basic electrical or mechanical qualifications usually earn between \$50,000 and \$65,000 a year.
- Those who work in senior roles, or who have advanced qualifications, can earn \$90,000 or more.

Job opportunities: Opportunities for lift technicians are average, as it is a small occupation but one in which there is a skill shortage.

Length of training: No specific training requirements.

About the job

What you will do:

- discuss clients' requirements
- install lifts and escalators
- modify circuitry in lifts and escalators
- monitor performance of lifts or escalators with a computer
- maintain lifts and escalators and fix faults
- free people who become trapped in lifts.

Skills and knowledge needed:

- knowledge of electronics and electrical theory
- knowledge of mechanics and engineering
- knowledge of lift mechanics
- knowledge of building warrant of fitness requirements.

Kaihanganarau Waka Kawe

How to enter the job

There are no specific requirements to become a lift technician, as most employers train their staff in-house. However, most employers prefer to hire people who are already trained and registered as electricians, or have qualifications or experience in other related areas such as engineering or mechanics.

Some lift companies employ apprentices doing electrical apprenticeships.

Secondary education: NCEA Level 1 English, maths, physics and technology are helpful.

Personal qualities needed:

- careful, responsible and safety-conscious
- accurate and precise in their repair and maintenance work
- patient, adaptable and practical
- organised, with good planning skills
- good at problem solving
- good with computers.

Useful experience:

- maintenance and diagnostics work
- electrical or electronics work
- mechanical work.

Related jobs: Mechanical Engineering Technician, Mechanical Engineer, Electrical Engineer, Electrician, Electrical Engineering Technician, Refrigeration/Air-conditioning Technician.

Vocational pathways: Manufacturing and technology, Construction and infrastructure.

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Summary

Lighting technicians set up and operate lighting equipment to provide light and special lighting effects in theatres, at events, and for film and television productions.

Pay:

Pay for lighting technicians varies, but they usually earn between minimum wage and \$70,000 a year, depending on their experience and what industry they work in.

Many lighting technicians are freelancers and work can be hard to find.

Lighting technicians who work on films, television series and commercials usually work 10 hour days.

- Lighting assistants usually earn between \$36 and \$40 an hour.
- Generator operators/electricians usually earn between \$40 and \$45 an hour.
- Best boys usually earn between \$50 and \$52 an hour.
- Gaffers usually earn between \$55 and \$70 an hour.

Job opportunities: Opportunities for lighting technicians are poor due to decreasing demand for their services and a highly competitive job market.

Length of training: No specific training requirements.

About the job

What you will do:

- select and set up the lights and equipment
- light each scene in television, film and theatre productions
- operate the lights during performances
- maintain and repair equipment
- set up frames and scaffolding for lighting rigs
- consult with the event manager, director and/or camera operator to assess what lighting is required for the event, show or scene.

Skills and knowledge needed:

- knowledge of lighting, special effects, and the qualities of light and colour
- knowledge of health and safety requirements and procedures
- technical skills, including electrical knowledge
- an understanding of the environment you're working in
- knowledge of the filming process, particularly different camera techniques if working in film or television.

How to enter the job

There are no specific entry requirements to become a lighting technician. Skills are usually learned on the job as an assistant lighting technician. However, a tertiary qualification in television, video or film may be useful.

Secondary education: There are no specific secondary education requirements. Useful subjects include English, maths, physics, computer studies, design and workshop technology.

Personal qualities needed:

- practical and accurate
- well organised, with good planning skills
- able to work well under pressure.

Useful experience:

- working backstage in theatres
- working for a lighting hire and supply company
- computer or electrical work
- photography
- work in the entertainment industry
- production work in television or film.

Related jobs: Film and Video Editor, Sound Technician, Film/Television Camera Operator, Cinema Projectionist, Director (Film Television Radio Stage), Photographer.

Vocational pathways: Manufacturing and technology, Services industries, Creative industries.

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Line Mechanic

Summary

Line mechanics install, repair and maintain overhead and underground lines.

Pay:

Pay for line mechanics varies depending on skills and experience.

- Entry-level line mechanics usually earn about \$32,000 a year.
- Line mechanics with two to five years' experience usually earn between \$40,000 and \$60,000.
- Senior line mechanics with five or more years' experience usually earn between \$60,000 and \$80,000.
- Line mechanics in team leader roles may earn up to \$100,000.

Job opportunities: Chances of getting a job as a line mechanic are good due to a shortage of workers.

Length of training: 2-3 years of training usually required.

About the job

What you will do:

- erect or replace power poles
- string cables between poles, pylons and buildings
- install underground cabling
- test lines and circuits
- locate and repair faults
- repair and replace cables
- install electricity transformers
- connect equipment to an electric network
- carry out street light maintenance.

Skills and knowledge needed:

- knowledge of electrical theory, and the mechanics and wiring systems used in communication or electrical networks
- technical and practical skills, including the ability to use and care for their equipment
- understanding of industry safety regulations
- knowledge of tree compliance regulations
- ability to read plans and maps
- first aid skills, including how to perform cardio-pulmonary resuscitation (CPR).

Kaimahi Waea Kawe Kōrero

How to enter the job

To become a line mechanic you need to complete an apprenticeship and one of the following Level 4 qualifications:

- National Certificate in Electricity Supply (Line Mechanic Distribution)
- National Certificate in Electricity Supply (Line Mechanic Transmission).

These qualifications usually take two to three years to complete and are undertaken on the job. Once completed, line mechanics need to apply for registration with the Electrical Workers Registration Board.

Most employers require you to have a driver's licence and, when truck driving is required, a heavy vehicle licence.

Secondary education: Most employers prefer line mechanics to have completed NCEA Level 2. Useful subjects include maths, English and science.

Personal qualities needed:

- reliable
- able to work well independently and as part of a team
- safety-conscious
- able to work well under pressure
- able to follow instructions.

Useful experience:

- work in the electrical or communications industries
- work involving physical labour
- work using hand tools.

Related jobs: Electronics Engineer, Telecommunications Engineer, Telecommunications Technician, Electronics Trades Worker, Electrician.

Vocational pathways: Construction and infrastructure, Manufacturing and technology.

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Summary

Locksmiths maintain, repair, install and replace locks, keys, safes, electronic locking devices and access control systems in businesses, private homes, building sites and vehicles.

Pay:

Pay for locksmiths varies depending on experience, allowances and location.

- Apprentice locksmiths may start on the minimum apprentice rate but usually start on about \$15 an hour, with their pay increasing up to \$20 as they gain skills and unit standards.
- Qualified locksmiths with one to three years' experience usually earn between \$20 and \$25 an hour.
- Qualified locksmiths with more than three years' experience can earn between \$25 and \$29.
- Self-employed locksmiths may earn considerably more than this, depending on the success of their business.
- Locksmiths can also earn a commission if they are entitled to a percentage of any after-hours call-out fee.

Job opportunities: Chances of getting a job as a locksmith are average as, although there is a current shortage of qualified locksmiths, opportunities are expected to peak by 2019.

Length of training: 3 years of training required.

About the job

What you will do:

- install and repair locks, safes, alarm systems and electronic locks
- cut or make keys to fit locks and reset combination locks
- open jammed locks and safes
- advise clients on locks, safes and general security needs
- develop and design master key systems
- unlock vehicles and make replacement keys if necessary
- develop and design electronic key systems and alarms, including transponder keys
- help law enforcement agencies with tenancy evictions, repossessions, search warrants and forensic investigations.

Skills and knowledge needed:

- master keying, key making and key cutting
- different lock types, safes and locking mechanisms
- lock repair methods and locksmith workshop equipment
- security alarm systems
- electronic security systems.

How to enter the job

To become a locksmith you need to complete a three-year apprenticeship and gain a National Certificate in Locksmithing (Level 4).

Competenz, an industry training organisation, oversees locksmith apprenticeships.

Locksmiths must not have any criminal convictions that have a term of imprisonment attached. A security guard licence may be required and it is helpful to have a driver's licence.

Secondary education: Useful subjects include NCEA Level 2 English, maths, workshop technology and computing.

Personal qualities needed:

- careful and accurate, with an eye for detail
- thorough and efficient
- honest and reliable
- good at problem solving, with the ability to think laterally
- able to work alone and unsupervised.

Useful experience:

- basic engineering and mechanical workshop skills
- metalwork, woodwork and carpentry
- work with electronic equipment
- customer service experience.

Related jobs: Retail Sales Assistant, Watchmaker and Repairer, Toolmaker, Engineering Machinist, Electronics Trades Worker.

Vocational pathways: Construction and infrastructure, Services industries, Manufacturing and technology.

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Mail Sorter

Summary

Mail sorters work in mail processing centres. They sort mail by address, either manually or by machine.

Pay:

- Mail sorters usually earn between minimum wage and \$17 an hour, depending on experience.
- Those in supervisory positions usually earn more.

Job opportunities: Chances of getting work as a mail sorter are average due to stable numbers at New Zealand Post and average staff turnover.

Length of training: Less than 1 year of training usually required.

About the job

What you will do:

- check mail has been clearly addressed and that correct postage has been paid
- stamp the date onto mail
- hand-sort mailbags into cages and compartments
- feed mail into automated sorting machines
- send sorted mail to postal deliverers
- redirect mail that has the incorrect address
- maintain and update databases of customer information
- answer customer enquiries
- act as a team leader, supervising other mail sorters and helping to train new people.

Skills and knowledge needed:

- knowledge of New Zealand locations.

Kaitātari Reta

How to enter the job

Mail sorters learn most skills on the job. To become a mail sorter for New Zealand Post you must pass competency tests (on critical reading, memory and hand-eye co-ordination) and a pre-employment drug test.

New employees undergo six weeks of introductory training. New Zealand Post mail sorters usually have to pass regular competency tests to assess their speed and accuracy.

Secondary education: There are no specific educational requirements to enter this job, but at least three years of secondary education is recommended.

Personal qualities needed:

- honest, punctual and reliable
- organised and efficient, with an eye for detail
- able to work well in a team and independently
- able to read quickly and accurately
- skilled at decision making, organising and communicating
- able to memorise streets, addresses and mailboxes.

Useful experience:

- casual mail work during peak times
- postie work
- factory work.

Related jobs: Courier/Postie, Records Adviser.

Vocational pathways: Services industries.

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Summary

Maitres d'hotel oversee the service of food and beverages to guests in restaurants and other eating places. They also check reservations, greet guests, and supervise waiters and waitresses.

Pay:

- Maitres d'hotel usually earn between \$32,000 and \$52,000 a year, depending on experience and responsibilities.

Job opportunities: Chances of getting a job as a maitre d'hotel are good due to growing demand and high turnover among workers.

Length of training: No specific training requirements.

About the job

What you will do:

- receive and confirm reservations
- supervise waiters, waitresses and wine stewards, and train new staff
- liaise with kitchen staff to find out about specials and menu changes
- ensure tables are set correctly
- greet and seat guests and offer and serve drinks
- deal with any problems that may arise
- order stock
- organise the clean-up and closing of the restaurant.

Depending on the size of the restaurant, maitres d'hotel may also be involved in cashing up, balancing the books and other accounts work.

Skills and knowledge needed:

- waiting skills
- knowledge of table service and menu items
- barista (coffee-making) skills.

How to enter the job

There are no specific entry requirements to become a maitre d'hotel. However, if you are working in a cafe or restaurant that serves alcohol, you may be required to hold a General Manager's Certificate. To apply for this, you must be over 20 years old and hold a Licence Controller Qualification (LCQ), which is administered by ServiceIQ.

Maitres d'hotel who want to gain hospitality qualifications while working can apply for Future Leader scholarships through Hospitality New Zealand.

Maitres d'hotel gain skills on the job. They can also work towards a New Zealand Certificate in Hospitality – Food and Beverage Service (Level 3). They may also attend wine and food courses run by suppliers.

Secondary education: There are no specific secondary education requirements for this job.

Personal qualities needed:

- good at communicating
- polite and friendly
- honest and reliable
- able to lead and motivate staff
- able to work well under pressure
- good at planning and organising
- good at managing their time.

Useful experience:

- work in the hospitality, tourism or retail industries, such as waiting or working in a store.

Related jobs: Hotel/Motel Manager, Waiter/Waitress, Cafe/Restaurant Manager.

Vocational pathways: Services industries.

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Make-up Artist

Summary

Make-up artists apply make-up to people to enhance or alter their appearance.

Pay:

Pay for make-up artists varies depending on where they work and their level of experience. Make-up artists who work in retail are usually paid an hourly wage, and make-up artists who work in film are usually paid a weekly wage.

- Make-up artists who work in retail, cosmetic companies or salons can earn between \$18 and \$30 an hour.
- Trainee make-up artists working in film and television can earn between \$800 and \$1,000 for a 50-hour week.
- Make-up designers working in film and television can earn between \$2,000 and \$4,000 for a 50-hour week.

Job opportunities: Chances of getting a job as a make-up artist are average for those new to the role, but good for experienced workers.

Length of training: Less than 1 year of training usually required.

About the job

What you will do:

- consult with clients, actors, producers or directors about the required look
- apply make-up to clients for weddings, balls and other special occasions
- apply make-up to presenters or actors for film, television and stage productions
- style clients' hair
- read scripts and research the period/era of the film or television productions
- cast facial and body moulds for costumes – known as prosthetics
- sell cosmetics
- create videos for social media.

Skills and knowledge needed:

- technical, artistic and practical knowledge of how to apply make-up
- an understanding of different make-up products
- knowledge of the latest make-up styles and colours
- some basic hair-styling skills
- an understanding of camera and lighting techniques
- research skills, if working on productions set in a certain era, to make sure the correct make-up style is used.

Business, marketing, social media and sales skills are important for make-up artists who are self-employed.

Kaitoi Whakapaipai Kanohi

How to enter the job

There are no specific requirements for becoming a make-up artist, but most employers prefer you to have a qualification from a polytechnic or a make-up school.

Make-up artists gain many skills on the job. They need to keep up to date with trends in the fashion industry and the latest products by reading fashion and make-up magazines, and watching movies and theatre productions.

Creating a portfolio that shows your ideas and style can also help to get employers to notice you.

Secondary education: There are no specific secondary education requirements, but visual art, media studies or drama and theatre studies are useful.

Personal qualities needed:

- able to relate well to a diverse range of people
- friendly
- flexible
- competent at networking
- confident finding their own work
- good problem-solvers
- good listeners
- reliable
- good at time management.

Useful experience:

- working as a beauty therapist, beautician or hairdresser
- working at a cosmetic counter
- working backstage at amateur theatre productions
- customer service or retail work
- pharmacy work.

Related jobs: Hairdresser/Barber, Beauty Therapist, Body Artist.

Vocational pathways: Services industries, Creative industries.

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Summary

Management consultants work with other organisations, helping them solve their problems, become more efficient, or develop and implement strategy. They may also manage or carry out projects that an organisation's staff may not have the time or skills to undertake.

Pay:

Pay rates for management consultants depend on where they work. Pay for management consultants who work for large consulting firms depends on their seniority.

- Graduate positions usually start at about \$50,000 a year.
- Highly skilled and experienced management consultants could earn up to \$250,000 per year.
- Very highly skilled management consultants may receive more than this.
- Pay for self-employed management consultants depends on the success of their business.

Job opportunities: Chances of getting a job as a management consultant are good, due to increased demand for their services, as organisations adapt to changing conditions.

Length of training: No specific training requirements.

About the job

What you will do:

- meet with clients and discuss the problems or issues they are being consulted about
- write terms of reference and work plans
- work with clients on their business issues
- research solutions
- provide options to the client.

Some management consultants also take short-term management or project roles within clients' organisations.

Management consultants who are self-employed also need to develop, market and run their business.

Skills and knowledge needed:

- specialist knowledge of the field in which they work
- knowledge of relevant laws, business and technology systems
- interviewing and research skills
- management and leadership skills
- change management skills
- relationship management skills.

How to enter the job

There are two ways to become a management consultant:

- gain a university degree in accounting or business, and apply for a graduate position at a large consulting firm, which will train you in their systems and processes
- become a consultant in a specialised area (including health, engineering and social services) after working in a senior role in that field.

There is no specific qualification in management consultancy in New Zealand, but organisations usually prefer to employ people with relevant management or project experience.

Management consultants may become members of the Institute of Management Consultants New Zealand (IMCNZ) and apply for Certified Management Consultant (CMC) certification, which is recognised internationally.

Another option is the Master of Science (MSc) in Management Consulting at Grenoble Graduate School of Business, France.

Secondary education: A tertiary entrance qualification is required to enter further training.

Personal qualities needed:

- fast learners
- analytical with problem-solving skills
- self-motivated and able to deal with a fast-paced work environment
- resilient and able to cope with stress
- excellent communicators who can relate to people at all levels
- methodical, organised, with good time management
- able to work in a team, but also provide leadership and motivation.

Useful experience:

- previous experience in a similar field or with an organisation that does consultancy.

Related jobs: Accountant, Business Analyst, Project Manager, Finance Manager.

Vocational pathways: Services industries.

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Managing Director/Chief Executive

Summary

Managing directors/chief executives organise and take responsibility for the effective operation of an organisation.

Pay:

Pay for managing directors/chief executives varies depending on the size and function of the organisation, and their qualifications and experience.

Public sector salaries

- Public sector chief executives can earn between \$120,000 and \$700,000 a year, with a few earning more than \$1 million.

Private sector salaries

- Most private sector managing directors/chief executives earn between \$70,000 and \$450,000 a year.
- Those working for small organisations may earn less.
- In addition to a base salary, some managing directors/ chief executives may receive benefits such as a car or pension.
- Some managing directors, particularly those who work for themselves, may have a share in the ownership of the company and therefore only take a small salary from the company.

Job opportunities: Chances of getting a job as a managing director/chief executive are good for people with relevant qualifications and experience.

Length of training: No specific training requirements.

About the job

What you will do:

- provide the overall direction and management of an organisation
- ensure strategic and business plans are in place and monitored
- ensure realistic goals are set and met
- ensure the organisation follows its policies and procedures, and complies with company law
- monitor financial performance and make sure the organisation remains profitable
- manage risks to the organisation
- provide leadership and motivation for employees
- act as a bridge between the organisation, its shareholders and the outside world.

Skills and knowledge needed:

- a broad understanding of all areas of management
- knowledge of company law and other relevant legislation
- ability to lead and motivate others.

Kaihautū Whakahaere/Tumu Matua

How to enter the job

To become a managing director/chief executive you usually need experience in a senior leadership role for an organisation. A tertiary qualification in business administration, commerce or law, or a qualification relevant to the organisation's area of business is also useful.

Secondary education: A tertiary entrance qualification is required to enter further training.

Personal qualities needed:

- able to multitask and delegate
- skilled at planning and organising
- skilled at problem solving and decision making
- good at communicating
- able to analyse information
- positive and adaptable
- able to work well under pressure.

Useful experience:

- using leadership skills in challenging situations
- any senior leadership position where you can show you have entered the role and started performing straight away.

Related jobs: Finance Manager, Advertising, Sales and Marketing Manager, Information Technology Manager.

Vocational pathways: Services industries.

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Summary

Marine biologists study plants and animals that live in sea water, and their relationships with each other and their environment.

Pay:

Pay for marine biologists working in government research organisations depends on their qualifications and experience.

- Marine biologists with a Master's degree and four years' experience, or a PhD and 2 years' experience, usually earn between \$56,000 and \$66,000 a year.
- Senior marine biologists with a PhD and five years' experience or more may earn between \$69,000 and \$78,000.
- Marine biologists working in the private sector or for universities may earn more than this.

Job opportunities: Chances of getting a job as a marine biologist are average. While there are only a small number of marine biologists in New Zealand, some specialist areas are in demand.

Length of training: 5-9 years of training usually required.

About the job

What you will do:

- observe marine plants and animals in their natural environment
- identify, classify and preserve different types of marine life
- estimate population growth and life expectancy
- study the impact of pollution on marine life
- plan and run field studies and experiments
- use computer modelling techniques to predict future events in the marine environment
- report the results of their studies in papers for science journals and in commercial reports.

Freshwater biologists do similar work, but they study plants and animals living in rivers, lakes and ponds.

Skills and knowledge needed:

- knowledge of marine science, biology and chemistry
- research skills
- maths and computer skills
- writing skills, for reports and publications.

How to enter the job

To become a marine biologist you usually need to have a Masters or PhD majoring in marine biology, marine ecology, marine conservation, zoology or a related science.

Secondary education: A tertiary entrance qualification is required to enter further training. NCEA Level 3 is preferred. Useful subjects include biology, chemistry, physics, English and maths with statistics and/or calculus.

Personal qualities needed:

- enquiring and observant
- motivated
- persistent
- patient
- good at problem solving
- good at planning and organising
- good at communicating.

Useful experience:

- technician placements during summer holidays
- volunteer work in ecology and conservation
- diving experience
- work with plants and animals.

Related jobs: Zoologist, Microbiologist, Science Technician, Geologist.

Vocational pathways: Primary industries.

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Marine Engineer

Summary

Marine engineers operate, maintain, service and repair engines, as well as mechanical and electronic equipment on ships, boats and yachts.

Pay:

Pay for marine engineers varies depending on their experience, qualifications, and the size and type of vessel they work on.

- Marine engineers starting out usually earn between \$60,000 and \$80,000 a year.
- Marine engineers with more than five years' experience usually earn between \$80,000 and \$180,000.

Job opportunities: Chances of getting a job as a marine engineer are good due to a shortage of people in the role.

Length of training: 1-3 years of training required.

About the job

What you will do:

- diagnose engine and machinery problems, and carry out maintenance and repairs
- order and receive fuel and lubricating oils and spare parts
- perform specialised fabrication, maintenance and diagnostics or electrical-fitting tasks
- check, test and maintain automatic controls and alarm systems.

Marine engineers at sea may also:

- have charge of engines and mechanical, electrical and electronic equipment on board the ship
- keep ships moving at required speeds according to orders from the captain or computers on the bridge
- maintain services to electrical power, heating, ventilation, refrigeration, water and sewerage systems
- supervise other engineers and crew members, and be responsible for training them in routine and emergency duties.

Skills and knowledge needed:

- mechanical engineering
- pneumatic and hydraulic machinery (operated with pressure caused by air or liquids)
- how to operate and fix electronic and electrical equipment
- safety regulations and procedures
- firefighting, first aid and survival skills
- home and foreign port regulations.

Mataaro Kaipuke

How to enter the job

Entry requirements for marine engineers vary. According to Maritime New Zealand regulations, marine engineers must qualify for different levels of Marine Engineer Class Certificate, depending on the size and type of vessel they plan to work on.

Certificates start at Class 6 and go through to Class 1 (the most senior). For each class, a period of sea service as well as specific engineering training is required.

Marine Engineer Class Certificate courses that are approved by Maritime New Zealand are available at various tertiary institutes.

In addition:

- the Diploma in Marine Engineering at the New Zealand Maritime School qualifies students to achieve Class 3 as part of the course
- the National Certificate in Mechanical Engineering (Level 4) or equivalent reduces some of the qualifying time required to become a Maritime Engineer Class 3, 4 or 5.

The Royal New Zealand Navy also offers marine engineering cadet training.

Secondary education: At least three years of secondary education is required. Useful subjects include English, maths and physics.

Personal qualities needed:

- responsible
- practical, methodical and adaptable
- accurate, with an eye for detail
- excellent problem-solvers
- confident decision-makers who remain calm in emergencies
- good communicators
- good at maths and physics.

Useful experience:

- other engineering work
- experience with pneumatic or hydraulic machinery (operated with pressure caused by air or liquids)
- welding
- electrical or electronics work
- experience working on ships.

Related jobs: Aeronautical Engineer, Mechanical Engineering Technician, Mechanical Engineer.

Vocational pathways: Manufacturing and technology.

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Summary

Market research analysts organise research surveys for clients then analyse and interpret the survey results, write reports, and make recommendations to their clients based on this research.

Pay:

Pay for market research analysts varies depending on skills, experience, employer and the type of research they do.

- Graduate market research analysts usually earn between \$35,000 and \$42,000 a year.
- Market research analysts with one to two years' experience usually earn \$38,000 to \$50,000.
- Senior research analysts with two to four years' experience may earn \$45,000 to \$70,000.

Job opportunities: Chances of getting a job as a market research analyst are poor, as the economy has been slow to recover following the 2008–2009 recession.

Length of training: 2–3 years of training usually required.

About the job

What you will do:

- discuss research topics, methods and objectives with clients
- do background research on the topic
- design surveys and questionnaires
- organise and manage surveys
- conduct interviews with groups or individuals to find out the public's opinion on certain products
- supervise survey staff
- analyse and evaluate survey and interview results
- write and present reports and recommendations to clients.

Skills and knowledge needed:

- questionnaire design
- survey and interview methods
- research and statistical analysis methods
- marketing techniques.

How to enter the job

To become a market research analyst you usually need a Bachelor's degree in one of the following areas:

- marketing
- statistics
- business studies or sociology
- computer science.

Market research analysts also gain skills on the job in:

- questionnaire design
- interviewing techniques
- analysis and interpretation of results
- project management.

Secondary education: NCEA Level 3 in English and maths with statistics is preferred to get into a tertiary course.

Personal qualities needed:

- good at oral and written communication
- good at listening
- organised
- accurate
- able to work well under pressure
- able to work in a team
- able to think creatively to find solutions to problems
- honest and responsible
- able to keep information private.

They also need to have an awareness and understanding of a range of cultures when designing questionnaires and managing survey projects.

Useful experience:

- advertising
- marketing
- research.

Related jobs: Survey Interviewer, Telemarketer.

Vocational pathways: Services industries.

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Marketing Specialist

Summary

Marketing specialists develop and implement plans for promoting an organisation's goods and services.

Pay:

Pay rates for marketing specialists vary according to experience and the field you are working in.

- Marketing specialists with up to two years' experience usually earn \$40,000 to \$60,000 a year.
- Those with three or more years' experience usually earn up to \$75,000.
- Those working as managers usually earn \$80,000 to \$140,000.

Job opportunities: Chances of getting a job as a marketing specialist are average. While demand for people with digital marketing skills is strong, demand for people with general marketing skills is decreasing.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- collect and analyse statistical information such as sales data
- arrange market research for products and services
- prepare and implement marketing policies and programmes
- advise on product pricing, advertising and sales promotion, selling and distribution channels
- build relationships with clients.

Skills and knowledge needed:

- products or services they sell, and the market for those
- how to promote products and services
- finances, to help with costing the products and services.

Ngaio Whakatairanga

How to enter the job

To become a marketing specialist, you usually need a Bachelor's degree or a diploma in marketing, business economics, commerce, or in a related field.

Secondary education: Four years of secondary school education is usually required to enter tertiary training. Useful subjects include English, maths with statistics, economics and accounting.

Personal qualities needed:

- creative
- good at analysing and interpreting information
- good at communicating
- skilled at organising and planning
- able to work well under pressure.

Useful experience:

- public relations
- market research
- sales
- call centres or other customer service organisations
- newspaper, advertising or media agencies.

Related jobs: Advertising, Sales and Marketing Manager, Retail Sales Assistant, Advertising Specialist, Public Relations Professional, Market Research Analyst.

Vocational pathways: Services industries.

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Summary

Massage therapists manipulate the soft tissue of people's bodies to treat a variety of ailments, and to help people relax.

Pay:

Pay for massage therapists varies depending on experience and how many clients they have. According to the 2013 Census:

- most massage therapists earned between \$13,000 and \$34,000 per year, with a median (mid-point) of \$23,000
- over 60% work part time and 70% are self-employed.

Many massage therapists will only see a handful of clients per week and may have to supplement their income with other work.

- Most massage therapists charge an hourly rate of between \$50 and \$120.
- Some massage therapists earn less depending on their location and whether they work independently or on contract to a clinic.

Job opportunities: Chances of getting a job as a massage therapist are average for those wanting to enter the role, but good for those with experience.

Length of training: No specific training requirements.

About the job

What you will do:

- discuss clients' problems and make physical assessments
- massage and knead muscles and soft tissue
- advise on exercise, relaxation and stretching techniques, and lifestyle needs.

Skills and knowledge needed:

- knowledge of anatomy, musculoskeletal structure and how the body functions
- knowledge of massage techniques and equipment
- knowledge of medical terms.

Self-employed massage therapists need small business skills.

How to enter the job

There are no specific requirements to become a massage therapist. However, Massage New Zealand, the professional organisation for massage, recommends a minimum of:

- a certificate in therapeutic massage from an approved provider
- a first aid certificate.

There are two degrees available in massage therapy in New Zealand:

- New Zealand College of Massage – Bachelor of Health Studies majoring in massage and neuromuscular therapy
- Southern Institute of Technology (SIT) – Bachelor of Therapeutic and Sports Massage.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful subjects include English, biology, chemistry and physics.

Personal qualities needed:

- caring and sensitive
- professional
- mature, with good judgment and an eye for detail
- good listeners and communicators to help them accurately assess a patient's problems.

Massage therapists also need to be able to work with people from a range of cultures and backgrounds.

Useful experience:

- physiotherapy
- nursing or natural healing experience
- any kind of physical training (such as yoga or dance).

Related jobs: Acupuncturist, Counsellor, Chiropractor, Naturopath, Osteopath, Physiotherapist.

Vocational pathways: Services industries.

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Meat Inspector

Summary

Meat inspectors ensure that animal meat products are fit for human consumption through the investigation and examination of animal carcasses and animal parts.

Pay:

Once training is completed, qualified meat inspectors can apply for seasonal or full-time jobs.

- Meat inspectors on casual contracts earn about \$25 an hour.
- Full-time meat inspectors earn up to \$50,000 a year.

Job opportunities: Chances of getting a job as a meat inspector are poor due to falling job numbers.

Length of training: Less than 1 year of training usually required.

About the job

What you will do:

- check the quality and safety of meat and meat products
- identify diseases and defects in meat and meat products
- ensure the removal of any meat or meat product not fit for human consumption
- collect and send samples of blood, fat or tissue to laboratories for testing
- discuss quality and safety of meat and meat products with clients, other inspectors or meat processing plant workers
- perform quality control and quality assurance work at meat processing plants
- keep records and write reports.

Skills and knowledge needed:

- animal biology, pathology and anatomy
- meat regulations, food safety laws, occupational safety and health laws, and New Zealand Food Safety Authority requirements
- hygiene standards and practices
- diseases and exotic pests
- how to evaluate the condition of meat
- handling animals and carcasses
- knife-handling.

Kaimātai Miti

How to enter the job

To become a meat inspector you need to:

- have at least five years of secondary education
- pass a medical test, which includes a musculoskeletal assessment (for example, checking knee-jerk reactions), hearing test, eyesight test and drug test
- have no serious criminal convictions.

Once employed, meat inspectors are required to complete a National Certificate in Animal Product Examination Services through the New Zealand Industry Training Organisation (NZITO).

Secondary education: Useful subjects include English and biology.

Personal qualities needed:

- responsible, reliable and honest
- able to work well under pressure
- able to concentrate for long periods
- practical, observant and accurate
- good at communicating both orally and in writing, including report writing
- able to work well independently or as part of a team.

Useful experience:

- meat-related work such as being a butcher or meat processor
- farming experience.

Related jobs: Meat/Seafood Process Worker, Biosecurity Officer, Butcher.

Vocational pathways: Primary industries, Manufacturing and technology.

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Summary

Meat/seafood process workers process, grade and package meat, fish or shellfish for local and overseas markets. Some also slaughter animals.

Pay:

Pay for meat/seafood process workers depends on their experience, and what they process:

- Seafood process workers earn from minimum wage to \$85,000 a year.
- Meat process workers earn from minimum wage to \$62,000.
- Meat/seafood process workers who supervise others may earn \$85,000 or more.

Job opportunities: Chances of getting a job as a meat/seafood processor are good due to high turnover and the large size of the occupation.

Length of training: No specific training requirements.

About the job

What you will do:

- stun and kill animals
- prepare animals for processing by removing skin or excess flesh
- cut or fillet meat, fish or shellfish to size requirements
- remove bones
- grade, pack and weigh meat, fish or shellfish
- maintain processing machinery and other equipment such as knives
- clean the processing area and packing line with sanitising chemicals
- carry out hygiene and quality control checks.

Skills and knowledge needed:

- how to handle animals and animal carcasses, or different species of fish and shellfish
- knife-handling
- occupational safety and health laws, food safety laws, and Ministry of Agriculture and Forestry requirements
- how to sort, weigh and pack meat, fish or shellfish
- operating and cleaning machinery used for meat and seafood processing.

How to enter the job

There are no specific entry requirements to become a meat/seafood process worker, as skills are gained on the job. However, you usually need to pass:

- a basic medical test
- a drug test.

You may also need to give a declaration that you do not have any serious infectious diseases.

A good way of improving your chances of getting a job as a meat/seafood process worker is to do a pre-employment course, where skills such as knife-handling, and knowledge of health and safety regulations are taught.

Secondary education: There are no specific secondary educational requirements, but English and maths are useful.

Personal qualities needed:

- careful, quick and efficient
- able to follow instructions
- able to work well as part of a team
- comfortable spending long periods at sea, and in close quarters with colleagues, if they are at-sea seafood process workers.

They should not be squeamish.

Those working in supervisory roles also need to be:

- good at record-keeping
- good at time management
- able to manage people
- able to communicate well.

Useful experience:

- any factory work
- farm work and work in a butchery or food manufacturing factory
- any seafaring experience
- work handling or preparing food.

Related jobs: Butcher, Meat Inspector.

Vocational pathways: Primary industries, Manufacturing and technology.

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Mechanical Engineer

Summary

Mechanical engineers design and give advice on the building and repair of machines and tools. They also investigate problems and faults with machinery, and study ways to improve manufacturing and energy production.

Pay:

Pay for mechanical engineers varies depending on qualifications, area of specialisation, experience and employer.

- Graduate mechanical engineers and those with one year's experience usually earn between \$50,000 and \$56,000 a year.
- Mechanical engineers with two to five years' experience can earn between \$57,000 and \$77,000.
- Experienced mechanical engineers working in a position of responsibility (such as team leader or technical manager) can earn between \$110,000 and \$180,000.

Job opportunities: Chances of getting a job as a mechanical engineer are good due to strong demand for their skills.

Length of training: 3–4 years of training required.

About the job

What you will do:

- determine clients' or production managers' requirements
- carry out investigations of existing systems and prepare reports based on findings
- research the use of energy sources, machinery and materials
- study environmental and safety aspects of planned work
- prepare plans and drawings of machines or machine parts
- use computer-aided design (CAD) software to design and model plans
- prepare and calculate cost estimates for jobs
- supervise the building, installation, repair and replacement of systems
- review and test new systems.

Skills and knowledge needed:

- knowledge of mechanical processes
- knowledge of physics, electronics and thermodynamics
- knowledge of safety regulations and quality standards
- mathematical modelling skills
- knowledge of any relevant legislation such as the Resource Management Act, the New Zealand Building Code, local by-laws and town planning regulations
- computer skills, including the ability to use computer-aided design (CAD) software
- communication skills including presenting and report writing.

Mataaro Pūkaha

How to enter the job

To become a mechanical engineer you usually need to have a Bachelor of Engineering (Mechanical).

However, some companies may employ people who have a New Zealand Diploma in Engineering and relevant work experience.

Secondary education: NCEA Level 3 is required to enter tertiary training. Useful subjects include English, maths, physics, chemistry and digital and visual communication.

Personal qualities needed:

- accurate, with an eye for detail
- organised, with good project-management skills
- practical and good at problem solving
- able to work well under pressure
- able to work well independently and in a team.

Useful experience:

- any work involving machinery or engines
- electrical or electronic work
- work in an industrial plant or factory
- work in the engineering or building construction industries
- experience working with tools
- technical drawing.

Related jobs: Aeronautical Engineer, Mechanical Engineering Technician, Electronics Engineer, Biomedical Engineer, Electrical Engineer.

Vocational pathways: Manufacturing and technology.

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Mechanical Engineering Technician

Summary

Mechanical engineering technicians assist with the design, building and maintenance of machines, such as air-conditioning systems, heating and ventilation units and power plants. They also develop manufacturing quality control systems by studying and improving the mechanical processes and machinery on production lines.

Pay:

Pay for mechanical engineering technicians depends on where they work, and how much experience they have. According to industry sources:

- graduate mechanical engineering technicians can earn between \$40,000 and \$45,000 a year
- mechanical engineering technicians with four to six years' experience can expect to earn between \$60,000 and \$80,000.

Job opportunities: The chances of getting a job as a mechanical engineering technician are good due to increasing demand for their services.

Length of training: 2-4 years of training usually required.

About the job

What you will do:

- oversee the assembly of machinery
- make recommendations on how to improve machinery
- calculate costs and the amount of equipment required to build machines
- give advice on installing equipment and machinery
- test and repair equipment and machines
- monitor equipment and machines to improve mechanical processes
- prepare drawings and develop machines according to requirements
- prepare contracts and contact suppliers
- plan and give advice on equipment and machinery maintenance work
- supervise and work with staff at power and manufacturing plants.

Skills and knowledge needed:

- understanding of different machines and how they work
- knowledge of how to design, build and maintain machinery
- knowledge of welding processes
- knowledge of metals and their properties
- knowledge of maths and physics.

Mechanical engineering technicians need to keep up to date with changes in technology, equipment and manufacturing methods.

Kaihangarau Take Pūkaha

M

How to enter the job

To become a mechanical engineering technician you need to complete a New Zealand Diploma in Engineering (NZDE) (Mechanical). This qualification takes two years of full-time study to complete.

Once on the job, mechanical engineering technicians can work towards completing the New Zealand Diploma in Engineering Practice (NZDEP), which leads to certification as an engineering technician with the Institution of Professional Engineers of NZ (IPENZ).

Secondary education: To gain entry into the New Zealand Diploma in Engineering (Mechanical), it is recommended that you have a minimum of 48 NCEA credits at Level 2 in four subjects, including at least 12 credits in mathematics.

Physics is also highly recommended, and technology subjects may be useful.

Personal qualities needed:

- practical and accurate, with an eye for detail
- able to make decisions quickly and work well under pressure
- good at problem solving
- patient and confident motivated and disciplined
- able to work well independently and as part of a team
- good with computers
- good at technical drawing
- well organised, with good communication and time management skills.

Useful experience:

- work in an engineering workshop
- any work using hand tools or operating machinery
- welding and sheet metal work.

Related jobs: Mechanical Engineer.

Vocational pathways: Manufacturing and technology.

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Media Producer

Summary

Media producers plan and produce films, television programmes, theatre productions, music, festivals or other artistic activities.

Pay:

Pay varies widely, as most media producers are self-employed and work on short-term contracts where they are paid per project.

How much they earn largely depends on the size of the project they are working on.

Job opportunities: Chances of getting a job as a media producer are poor due to a limited number of roles and high competition for positions.

Length of training: No specific training requirements.

About the job

What you will do:

- choose an idea, script, or book to turn into a film, play, video or television programme
- hire staff
- arrange finance, and organise and manage budget and production
- guide and instruct artists and other staff
- supervise marketing and distribution
- negotiate and liaise with corporate clients.

Skills and knowledge needed:

- skill in assessing scripts, books, plays, music and other media
- a thorough understanding of the industry they are working in, and the processes that go into creating productions
- business and marketing skills.

Kaihautū Pāpāho

How to enter the job

There are no specific qualifications required to become a media producer, though relevant tertiary courses or degrees may be useful.

Experience in and knowledge of the industry you want to work in is usually needed. Some business experience is also an advantage as most media producers are self-employed.

Secondary education: There are no specific secondary education requirements for this job.

Personal qualities needed:

- excellent at problem solving
- extremely well organised, with good planning skills
- motivated and good at setting goals
- good at creating and maintaining professional and personal relationships
- good at managing and motivating people
- able to work well under pressure.

Useful experience:

- work in other areas of film, television, stage or music production or direction
- work in the media
- work in visual arts, marketing or arts administration
- management experience.

Related jobs: Artistic Director, Film and Video Editor, Managing Director/Chief Executive, Editor, Director (Film Television Radio Stage), Production Assistant (Film Television Radio Stage), Financial Adviser.

Vocational pathways: Creative industries.

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Summary

Medical laboratory scientists work in a team with pathologists and carry out laboratory tests on blood, tissues and other samples taken from patients.

Pay:

Pay for medical laboratory scientists depends on their experience, level of responsibility and employer.

Salaries for medical laboratory scientists working for district health boards:

- Newly registered medical laboratory scientists usually start on about \$50,000 a year.
- After five years they earn about \$64,000.
- Senior scientists with management responsibilities and/or particular experience and skills can earn up to \$92,000.
- Medical laboratory scientists are also eligible for shift and overtime payments.

Job opportunities: Chances of getting a job as a medical laboratory scientist are average due to increasing job numbers but high competition for positions.

Length of training: More than 3 years of training usually required.

About the job

What you will do:

- test and study blood, tissue and fluid samples from patients
- prepare samples for examination by a pathologist
- evaluate test results and communicate results to hospitals and doctors
- use and maintain specialised laboratory equipment
- maintain laboratory quality assurance and safety standards
- supervise and teach other staff such as medical laboratory technicians
- test and set up medical equipment such as blood glucose meters for diabetics
- develop and use new methods and equipment for laboratory testing.

Skills and knowledge needed:

- a good knowledge of chemistry, biology, physiology and maths
- practical skills for operating specialised machines and scientific equipment
- an understanding of laboratory safety procedures and the ability to follow them.

Medical laboratory scientists also need in-depth knowledge of their area of specialisation – for example, clinical immunologists need in-depth knowledge of the body's immune system.

How to enter the job

To become a medical laboratory scientist, you need:

- a Bachelor of Medical Laboratory Science, or another qualification recognised by the Medical Sciences Council of New Zealand
- to work for at least six months under supervision
- to be registered with the Medical Sciences Council of New Zealand
- to have a current Annual Practising Certificate.

Three universities in New Zealand offer a Bachelor of Medical Laboratory Science:

- Massey University
- University of Otago
- Auckland University of Technology (AUT).

You can enrol in the Graduate Diploma in Science, to become a medical laboratory scientist, if you:

- are a registered medical laboratory technician
- have worked for at least a year in a New Zealand Medical Diagnostic Laboratory
- have a Bachelor of Science or Bachelor of Biomedical Science.

Two universities offer the Graduate Diploma in Science qualification programme – Massey University and Auckland University of Technology.

Secondary education: A tertiary entrance qualification (NCEA Level 3) is needed to enter tertiary training. Useful subjects include English, biology, chemistry and maths.

Personal qualities needed:

- methodical and accurate
- careful and safety-conscious
- enquiring and adaptable
- good at problem solving
- responsible and reliable
- good communicators.

Useful experience:

- work in a medical laboratory
- any scientific experience/work
- any health industry work.

Related jobs: Pathologist, Microbiologist, Biochemist, Biomedical Engineer, Phlebotomist, Science Technician, Forensic Scientist, Medical Laboratory Technician.

Vocational pathways: Social and community services, Manufacturing and technology.

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Summary

Medical laboratory technicians help scientists and pathologists take samples, run tests, and complete other duties involved in the operation of a diagnostic medical laboratory.

Pay:

Pay for medical laboratory technicians varies depending on their experience and the shifts they work.

- Trainees earn between \$33,500 and \$39,500 a year.
- Qualified medical laboratory technicians start on about \$41,000, and progress to about \$46,000.
- Senior medical laboratory technicians with extra responsibilities may earn up to \$51,500.

Job opportunities: Chances of getting a job as a medical laboratory technician are average, due to a stable number of workers.

Length of training: 2 years of training usually required.

About the job

What you will do:

- reassure and care for patients they are taking samples from
- take blood or samples such as fingernail scrapings or throat swabs, and label samples
- prepare slides of blood and other body fluids, and perform tests on these samples
- match blood for transfusions
- examine cultures for bacteria that can cause disease in patients
- perform antibiotic sensitivity and allergy testing.

Skills and knowledge needed:

- practical skills for performing experiments and operating scientific equipment
- a thorough understanding of laboratory safety
- a basic understanding of biological science
- the ability to follow scientific procedures.

How to enter the job

To work as a medical laboratory technician you need to:

- have a Qualified Medical Laboratory Technician (QMLT) certificate or other recognised qualification
- be registered with the Medical Sciences Council of New Zealand.

There are two pathways to becoming a medical laboratory technician – training on the job, or starting with a qualification. If you train on the job you need to:

- work as a medical laboratory trainee in an approved laboratory for two years
- pass the Qualified Medical Laboratory Technician (QMLT) exam.

If you start with a qualification, you need to:

- get your qualification approved by the Medical Sciences Council of New Zealand
- work as a trainee for one year in a medical laboratory.

Secondary education: Useful secondary subjects include English, science subjects and maths.

Personal qualities needed:

- accurate, with an eye for detail
- able to work alone or in a team
- competent at record-keeping
- sensitive when dealing with patients.

Medical laboratory technicians should not be squeamish, as their work involves dealing with body samples.

Useful experience:

- work in laboratories, particularly in the specimen reception area
- work in the health sector
- work with computers and information systems.

Related jobs: Anaesthetic Technician, Phlebotomist, Cardiac Physiologist, Medical Laboratory Scientist, Pharmacy Technician.

Vocational pathways: Social and community services.

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Summary

Medical physicists look after the technical aspects of treating patients using radiation equipment, which includes overseeing the equipment used, performing quality assessments and monitoring radiation output, treatment planning and the development of new techniques.

Pay:

Pay for medical physicists usually varies depending on experience.

- Trainees start on about \$54,000 and can progress to about \$72,000 a year.
- Qualified medical physicists start on about \$83,000 and can progress to earn about \$100,000.
- Senior medical physicists with extra clinical skills or management responsibilities can earn up to \$131,000.

Job opportunities: Chances of getting a job as a medical physicist are good to due a shortage of skilled workers.

Length of training: 8 years of training required.

About the job

What you will do:

- research new developments in equipment and techniques
- ensure the safe use and correct operation of medical equipment
- commission high-tech medical equipment for diagnostic and therapeutic use
- monitor and test radiation equipment to ensure it is providing the correct doses to cancer patients and patients undergoing diagnostic treatment
- liaise with medical professionals on treatments required for patients
- contribute to the design of new medical facilities.

Skills and knowledge needed:

- physics as it applies to medicine, and the use of radiation to treat cancer or diagnose disease
- anatomy, physiology and radiation biology, and medical technology and equipment.

How to enter the job

To become a medical physicist you first need a relevant undergraduate degree, such as one of the following:

- Bachelor of Science (BSc) in Physics
- Bachelor of Engineering (BE) focusing on maths and physics
- Bachelor of Technology in Medical Physics and Imaging Technology.

You then enter specialist training and work experience, involving:

- a Masters of Science (MSc) in Medical Physics
- a five-year clinical Training, Education and Accreditation Programme (TEAP), done in conjunction with the Master's degree
- accreditation with the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).

Secondary education: NCEA Level 3 is needed to enter tertiary training.

Essential subjects include physics and maths. Useful subjects include chemistry, biology and computer science.

Personal qualities needed:

- skilled at research, and analysing and interpreting research results
- accurate, with an eye for detail
- organised
- good at communicating
- good at solving problems
- persistent and patient
- able to work well independently and as part of a team.

Useful experience:

- work as a laboratory technician
- engineering work
- any scientific research work
- work with medical equipment or electronics.

Related jobs: Electronics Engineer, Meteorologist, Medical Radiation Technologist, Geophysicist, Radiation Oncologist, Radiation Therapist.

Vocational pathways: Services industries.

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Medical Radiation Technologist

Summary

Medical radiation technologists use x-ray and other imaging equipment to take images of people's injuries and possible diseases.

Pay:

Pay for medical radiation technologists varies depending on experience and the size of the hospital they work for.

Medical radiation technologists working for district health boards are paid according to a collective agreement.

- New graduates working a 40-hour week earn \$49,000 a year.
- They progress each year for six years to \$69,000.
- Senior medical radiation technologists who have management responsibilities can earn up to \$95,000.
- They are also entitled to overtime, night rates and other allowances where relevant.

Magnetic resonance imaging (MRI) specialists, nuclear medicine technologists and sonographers (who work with ultrasound) have a similar progression through a salary scale.

- They start on \$74,000 a year for a 40-hour week.
- They can progress to \$86,000 over five years.
- Those in senior positions can earn up to \$97,200.

Job opportunities: Chances of getting a job as a medical radiation technologist are good due to increasing demand for their services.

Length of training: 3 years of training required.

About the job

What you will do:

- provide information to patients about what will happen during their examinations
- prepare patients and equipment for examinations
- produce diagnostic images to help with diagnosis of injuries or possible diseases
- prepare and administer radioactive materials (tracers) or x-ray dye to patients
- check the quality of images taken, and ensure equipment is working correctly
- perform quality assurance testing on equipment.

Skills and knowledge needed:

- human anatomy, physiology and pathology
- positioning and imaging techniques, and how to use x-ray equipment
- physics and radiation physics
- safety issues related to the use of radiation equipment and radioactive materials.

Ringa Hangarau Pūhihi Whakaora

How to enter the job

To become a medical radiation technologist you need to:

- complete a Bachelor's degree in medical radiation technology, which includes work in a clinical setting
- be registered with the NZ Medical Radiation Technologists Board
- hold an Annual Practising Certificate, which is issued by the Board.

You may need to pass health and police checks, and attend an interview and/or an observation day, to get into the course.

Secondary education: A tertiary entrance qualification is needed to enter further training. Useful subjects include English, maths and calculus, science - particularly physics, computing and information management.

Personal qualities needed:

- mature, responsible and patient
- accurate, with an eye for detail
- able to work well under pressure
- able to work independently and as part of a team
- able to follow instructions
- excellent communicators so they can relate well to patients and other staff
- good decision-makers
- competent with technology
- organised.

Medical radiation technologists must not be squeamish, as they may have to deal with people who have severe injuries.

Useful experience:

- any work in the health sector
- teaching
- photography
- technical work
- lab work
- any jobs involving contact with people.

Related jobs: Registered Nurse, Biomedical Engineer, Cardiac Physiologist, Diagnostic Radiologist, Radiation Therapist.

Vocational pathways: Social and community services.

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Summary

Metal workers make patterns, moulds and cores for the production of metal castings, or heat and hammer metal into shape, or make, repair, coat and polish metal parts and equipment.

Pay:

Pay for metal workers depends on their specialisation, employer and experience.

- Apprentices may start on a minimum training rate or the minimum wage. Their pay increases as they pick up skills or complete unit standards.
- Qualified or experienced metal workers usually earn between \$15 and \$29 an hour. Overtime and experience may increase their earnings.

Job opportunities: Chances of getting a job as a metal worker are poor for those wanting to enter the role, but good for those with experience.

Length of training: 4 years of training usually required.

About the job

What you will do:

- read, interpret and create design drawings
- build plugs (plastic replicas), and then produce patterns from materials such as wood, fiberglass and metal
- make moulds
- heat and melt metal and pour it into moulds or hammer and cut it to shape
- remove castings from moulds when they have cooled
- inspect, test and repair metal castings
- temper, harden, polish and coat the final product.

Skills and knowledge needed:

- knowledge of metals, woods, clays, plastics and resins
- knowledge of technical plans and drawings
- knowledge of casting
- knowledge of sands, paints and coatings used in moulding
- knowledge of the use and care of metal working equipment.

How to enter the job

To become a qualified metal worker you need to complete an apprenticeship and gain a National Certificate in Metal Casting (Technology) Level 4 through Competenz.

Secondary education: A minimum of three years of secondary education is recommended. Useful subjects include maths, English, science, workshop and design technology, physics, graphics, chemistry, or Level 1 and Level 2 engineering unit standards.

Personal qualities needed:

- creative
- accurate and patient
- good at making calculations
- well organised
- safety-conscious, and able to follow instructions
- able to work well independently and as part of a team.

Useful experience:

- foundry work
- work experience in an industrial workshop
- work with plastics, wood and metals.

Related jobs: Toolmaker.

Vocational pathways: Construction and infrastructure, Manufacturing and technology.

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Meteorologist

Summary

Meteorologists study the physics and dynamics of the atmosphere to increase understanding of weather and climate, and to help them forecast weather patterns and long-term climate trends.

Pay:

Pay for meteorologists varies depending on experience, and where they work.

- At MetService, where most meteorologists work, pay starts at \$40,000 a year, and can go up to \$100,000.
- Meteorologists at MetService also earn extra allowances for doing night and weekend shifts.
- At research institutions, pay usually starts at about \$50,000 and goes up to \$100,000 or more.
- At universities, pay usually starts at about \$70,000 and goes up to about \$125,000.
- Professors with several years' experience may earn up to about \$165,000.

Job opportunities: Opportunities for meteorologists are good as although the occupation is very small, competition for jobs is relatively low.

Length of training: 3-6 years of training required.

About the job

What you will do:

- monitor and study weather systems and atmospheric patterns using satellites and radars
- predict weather conditions and climate trends, based on their study of this information, and use of computer forecasting models
- prepare weather maps and forecasts for the media, and shipping and airline companies
- design experiments and equipment to measure air quality and composition, ozone, greenhouse gases and pollution
- be involved in public awareness programmes about the weather
- supervise the work of technical officers, or teach and supervise students at universities
- write up results of experiments and publish work in scientific journals.

Skills and knowledge needed:

- atmospheric physics, chemistry, meteorology, physical geography, and maths to understand weather, cloud systems, and past and present climates
- what affects the weather in certain regions
- how to perform experiments and operate scientific equipment.

Matapae Huarere

How to enter the job

To become a trainee meteorologist at MetService, you need to have at least a Bachelor of Science in maths or physics. Other majors are considered provided there is enough maths and physics.

To do research in meteorology or climatology at universities or research organisations, you usually need a Masters or Doctorate in physics, chemistry, maths, geography, meteorology, or a related area like atmospheric physics.

Secondary education: A tertiary entrance qualification is required to enter tertiary training. NCEA Level 3 physics, chemistry, maths with statistics and/or calculus, and English are recommended.

Personal qualities needed:

- good at problem solving and planning
- good at communicating
- good at writing, as they need to prepare reports and research papers
- enquiring and observant
- persistent, patient and motivated
- organised
- able to work well in a team.

It is also helpful to enjoy working outdoors.

Meteorologists working in research need to have good investigative and analytical skills.

Useful experience:

- practical work experience in physical science, environmental work or geography.

Related jobs: Medical Physicist, Geophysicist, Science Technician, Geologist.

Vocational pathways: Services industries.

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Summary

Microbiologists study organisms such as bacteria, viruses, algae or fungi, and the effects they have on plants, animals and humans. They also develop products and procedures to benefit humans or the environment.

Pay:

Pay for microbiologists depends on their qualifications and experience.

- Microbiologists with Bachelor's degrees at technician level usually earn \$35,000 to \$55,000 a year.
- Those with Master's degrees usually earn around \$55,000 to \$75,000.
- Senior microbiologists who have PhDs usually earn \$76,000 to \$94,000.
- With more responsibility and experience, pay could rise to about \$130,000 or more.

Job opportunities: Chances of getting a job as a microbiologist are average – limited opportunities for those doing fundamental research, but good opportunities for applied researchers.

Length of training: 3–9 years of training usually required.

About the job

What you will do:

- analyse and/or perform experiments on micro-organisms
- identify and characterise micro-organisms, including those that cause disease
- develop and use micro-organisms for the production of fuels and chemicals
- develop micro-organisms and the products of their growth for use in vaccines and medicines
- grow micro-organisms to use in food such as cheese
- identify micro-organisms that may pollute food, water and the environment
- find ways for micro-organisms to help humans
- prepare reports and papers, and present results.

Skills and knowledge needed:

- knowledge of molecular biology and genetics, biochemistry and chemistry
- practical skills for performing experiments and operating scientific equipment
- knowledge of laboratory hazards and proper safety procedures
- skill in analysing and interpreting research results
- problem-solving skills
- presentation skills
- writing skills, for reports or grant proposals
- maths and computer skills.

How to enter the job

To become a microbiologist you need to have a Bachelor of Science, majoring in microbiology, biotechnology, biochemistry or molecular biology.

A postgraduate qualification, such as a Master's degree or Doctorate, is usually required for those wanting to enter research-based positions.

Secondary education: A tertiary entrance qualification is required to enter further training. NCEA Level 3 in biology, maths, chemistry and physics are recommended.

Personal qualities needed:

- patient, persistent and inquiring
- analytical, accurate and careful
- motivated
- innovative
- able to communicate complex ideas simply.

Useful experience:

- laboratory work
- medical laboratory experience if working in a medical setting.

Related jobs: Agricultural/Horticultural Scientist, Zoologist, Biotechnologist, Medical Laboratory Scientist, Food Technologist.

Vocational pathways: Primary industries.

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Midwife

Summary

Midwives provide care and support to women, their partners and family/whānau during pregnancy, labour and birth, and for six weeks afterwards. They also provide wellness and parenting information and education for mothers and their families.

Pay:

Pay for midwives employed by district health boards (DHBs) varies depending on length of service, seniority and rosters.

- New midwives start on about \$47,000 a year, and within five years can earn up to \$64,000.
- Those with more than five years' experience earn between \$64,000 and \$70,000.
- Senior midwives with more than eight years' experience can earn \$94,000 or more.
- Self-employed midwives register as lead maternity carers and are paid by Ministry of Health to provide maternity care. They usually earn between \$70,000 and \$150,000, depending on how many women they assist.

Job opportunities: Chances of getting a job as a midwife are good, with better chances of finding work in Auckland.

Length of training: 3 years of training required.

About the job

What you will do:

- support women through the normal physiological processes of pregnancy and childbirth
- support women and their family to maintain good physical, emotional and mental wellbeing throughout pregnancy
- discuss and organise ultrasound, blood tests and other screening tests during pregnancy
- refer to other health practitioners when necessary during the pregnancy, labour, birth and post-birth period
- care for women during labour, birth and the post-birth period, including prescribing medications if necessary
- examination of the newborn baby
- provide information and support for parents learning how to care for and feed their newborn baby.

Skills and knowledge needed:

- anatomy and physiology of the body, particularly related to pregnancy, birth and the post-birth period
- different cultures, beliefs and traditions surrounding pregnancy and childbirth
- how babies develop during pregnancy and after birth
- how to support mothers with breastfeeding
- how to monitor mothers and babies in pregnancy, labour and birth, including using technology.

Tapuhi a-Whare

How to enter the job

To become a midwife you need to complete a Bachelor of Midwifery, a three year degree programme combining theory and practice. Parts of the degree can be completed through distance learning.

You also need to be registered with the Midwifery Council of New Zealand and have a current Annual Practising Certificate.

Secondary education: To enter tertiary training you need to have NCEA Level 3. Useful subjects include English, biology, chemistry and maths.

Personal qualities needed:

- good at managing their time
- skilled in communicating with people
- patient and caring
- able to work well under pressure
- mature and responsible
- able to remain calm during emergencies
- observant and analytical
- good at making decisions.

Useful experience:

- being a parent
- teaching
- counselling
- nursing
- other health-related work.

Related jobs: Registered Nurse, General Practitioner, Gynaecologist/Obstetrician, Health Services Manager, Nursing Support and Care Worker.

Vocational pathways: Social and community services.

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Summary

Mine and quarry managers plan, organise and co-ordinate activities involved in removing and processing materials in a quarry or mine. They are usually responsible for all activities on a work site including production, maintenance and transport.

Pay:

Pay for mine and quarry managers varies widely depending on the size of the operation, the type of material being extracted, and the number of staff employed.

- Quarry managers earn between \$100,000 and \$155,000 a year.
- Mine managers earn between \$130,000 and \$210,000.

Job opportunities: Chances of getting a job are poor for mine managers and average for quarry managers.

Length of training: No specific training requirements.

About the job

What you will do:

- plan future production of a quarry or mine
- oversee quarrying or tunnelling
- check the quality of the stone, rocks or minerals that are removed
- hire staff and organise their training and equipment
- ensure all relevant laws, regulations and codes of practice are followed, including safety inspections
- monitor the environmental impact of the operation
- oversee budgets, accounts and sales
- liaise and negotiate with suppliers, contractors, clients, shareholders and corporate managers.

Skills and knowledge needed:

- knowledge of customer requirements for quarry or mine products
- knowledge of relevant legislation including health and safety
- knowledge of all aspects of the quarrying or mining industry, including methods and equipment
- knowledge of how to test products for quality and size
- knowledge of industry training
- practical skills to operate and maintain machinery
- the ability to keep up to date with production methods and technology.

How to enter the job

To become a mine or quarry manager you need extensive quarrying or mining experience. You also need to pass an oral examination to get an Extractives Certificate of Competence from WorkSafe New Zealand, and you may be expected to have an A or B Grade Quarry Manager Certificate (or equivalent).

Some workplaces offer cadetships and training to assist workers in completing mine or quarry manager qualifications.

Secondary education: Useful subjects for mine and quarry managers include NCEA Level 1 or 2 English and maths.

Personal qualities needed:

- good leaders
- mature and responsible
- well-organised
- safety-conscious
- skilled at business and management processes
- excellent communicators.

Useful experience:

- driving trucks or heavy equipment
- operating or repairing machinery
- any work at a mine
- earthmoving.

Experience of accounting, finance or management may also be useful.

Related jobs: Mining Engineer, Building and Construction Manager, Miner/Quarry Worker, Production Manager, Project Manager.

Vocational pathways: Construction and infrastructure.

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Miner/Quarry Worker

Summary

Miners and quarry workers operate machinery and equipment to extract and remove coal, minerals or rocks from underground and surface mines, or quarry sites, and may process them further into roading or construction aggregate, or industrial or agricultural lime.

Pay:

Pay for miners and quarry workers varies depending on experience and level of responsibility.

- Quarry mill operators and miners usually earn between \$60,000 and \$80,000 a year.
- Miners trained to operate specialised equipment can earn up to \$150,000.

Job opportunities: Chances of getting a job are poor for miners and average for quarry workers.

Length of training: No specific training requirements.

About the job

What you will do:

- maintain, repair and operate mining or quarrying machinery
- construct underground tunnels and passageways and install roof supports
- prepare and maintain roadways within the work area
- set fuses and detonate explosives
- extract, load and transport coal, minerals or rocks
- operate transport hoists through mine shafts
- test for gas and install air ventilation shafts in underground mines
- carry out safety checks on machinery, equipment and vehicles, and work areas
- keep records of production, hazards and accidents
- weigh trucks on a weighbridge.

Skills and knowledge needed:

- knowledge of different mining or quarrying methods
- the ability to operate mining or quarrying machinery
- knowledge of how to handle explosives and blasting
- mechanical skills to diagnose faults and carry out basic repairs
- knowledge of the health and safety regulations for working in a mine or quarry
- knowledge of environmental regulations.

Kaimahi Huke Kōwaro

How to enter the job

There are no specific requirements to become a miner or quarry worker, but a heavy vehicle licence is an advantage.

Some employers may expect you to complete a relevant qualification such as a New Zealand Certificate in Mining and Quarrying (Level 2) while working.

Secondary education: There are no specific secondary education requirements for this job.

Personal qualities needed:

- safety-conscious and able to remain calm in emergencies
- able to work well under pressure
- comfortable working underground, and in cramped conditions
- able to follow instructions, but capable of acting on their own initiative when necessary
- responsible, disciplined and able to work in a team
- efficient and practical.

Useful experience:

- operating machinery
- driving heavy vehicles
- work in the construction industry
- engineering or general labouring.

Related jobs: Mining Engineer, Earthmoving Machine Operator, Mine/Quarry Manager.

Vocational pathways: Construction and infrastructure.

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Summary

Mining engineers plan, prepare, design and manage the development of opencast (above ground) or underground mines.

Pay:

Pay for mining engineers varies, depending on experience and level of responsibility.

- Graduate mining engineers start on about \$70,000 a year.
- Experienced mining engineers usually earn between \$75,000 and \$120,000.
- Senior mining engineers usually earn between \$95,000 and \$140,000.

Job opportunities: Chances of getting a job as a mining engineer are average due to some mine closures and the limited number of positions available.

Length of training: 7 years of training usually required.

About the job

What you will do:

- prepare designs, plans and schedules for mining operations
- research and develop new mining methods and technology
- determine the equipment needed to create/develop a mine
- prepare reports on proposed mines and their viability
- consult with clients, professionals and government officials
- oversee work at the mine site
- ensure safety and environmental standards are met and maintained
- study ways to improve mining
- carry out economic analysis on mineral deposits
- examine and work towards minimising the impact of mining on the environment.

Skills and knowledge needed:

- mining methods and different mining processes
- the practical aspects of operating a mine
- geology, maths, physics and chemistry.

How to enter the job

To become a mining engineer you must complete a Bachelor of Engineering Technology or a Bachelor of Engineering. Major subjects in these degrees should include one of:

- mechanical engineering
- environmental engineering
- natural resource engineering.

However, some mining companies employ geology graduates who then study to complete mining engineer qualifications.

Undergraduates must gain some practical experience while studying, and this is usually organised as part of their engineering course.

Mining engineers usually spend an additional two to three years on a graduate or postgraduate mining engineer programme. This involves training and gaining experience by working alongside miners, surveyors and geologists, before they become fully qualified.

As there is no mining-specific postgraduate degree available in New Zealand, mining engineers sometimes undertake distance study with an overseas tertiary institute while working in New Zealand.

Secondary education: NCEA Level 3 is required to enter tertiary training. Maths with calculus and physics are required to enter the Bachelor of Engineering programme. Chemistry and geography are also recommended.

Personal qualities needed:

- skilled at project management, people management and leadership
- skilled at writing proposals and making presentations
- able to identify, analyse and solve problems
- creative, practical and efficient
- able to remain calm in emergencies, and work well under pressure
- able to act on their own initiative, and as part of a team
- skilled at finance and budgeting.

Useful experience:

- experience in mining, quarrying or construction
- a strong interest in geology and civil engineering.

Related jobs: Mechanical Engineer, Civil Engineer, Miner/Quarry Worker, Mine/Quarry Manager, Geologist.

Vocational pathways: Construction and infrastructure, Manufacturing and technology.

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Minister of Religion

Summary

Ministers of religion provide leadership, guidance and training for members of a religious group.

Pay:

Ministers of religion do not receive pay, as such, because they are not considered to be employed. They may:

- receive a stipend (allowance), and/or housing and other benefits
- work part time in this role and supplement their income with other work
- combine voluntary work for their religion with paid work in a another job.

According to the 2013 Census, incomes for ministers of religions usually range from \$25,000 to \$55,000 a year.

Job opportunities: Chances of getting a job as a minister of religion are poor in most religions, but good in some specific faiths.

Length of training: No specific training requirements.

About the job

What you will do:

- conduct religious ceremonies and deliver sermons or talks
- build a community of faith, and develop relationships within it
- help people prepare for religious ceremonies
- help people deal with life events, and their spiritual life and faith
- co-ordinate volunteers
- study religion
- train leaders for church, community and youth leadership
- administrative work.

Skills and knowledge needed:

- a strong faith and a vision for their community
- knowledge of the spirituality, traditions and ceremonies of their religion
- people skills, and understanding of people's problems, behaviours and emotions
- counselling and conflict resolution skills.

Amorangi

How to enter the job

Entry requirements for ministers of religion differ depending on the religion. However, you must:

- have a strong faith
- feel that you are called to the ministry
- have an active involvement in your faith's community
- satisfy your faith's representatives that you have a genuine calling, and are a suitable person to become a minister of religion.

Some religions prefer their ministers to have a university degree.

You may be able to do further training, such as Honours or a Master's degree, in theology, ministry or religious studies, by distance study while you work.

Secondary education: A tertiary entrance qualification may be recommended. Useful subjects include English, languages, history and classics.

Personal qualities needed:

- good listeners and communicators
- able to relate to people of all ages and backgrounds
- good at public speaking, leading and teaching
- patient and trustworthy
- able to keep information private
- stable, resilient and able to cope with stress
- well organised, with good planning skills.

Useful experience:

- involvement in your religious community
- work with religious youth groups
- work as a counsellor or teacher, or any work helping people
- public speaking.

Related jobs: Counsellor, Social Worker.

Vocational pathways: Social and community services.

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Summary

Models display and promote clothes or other goods on television, in magazines or on catwalks at fashion shows. They may also appear in other media such as billboards, the internet, pamphlets and brochures.

Pay:

There are no set pay rates for models, and what you earn depends on your ability, the type of work you do, the agency you work for and the location of the job. Many models rely on second jobs to make a living. Wages range from hourly and daily rates to a flat fee.

- For photographic work, models usually earn between \$30 and \$300 an hour.
- For catwalk or fashion parade work, models usually earn between \$75 and \$350 a show.
- For New Zealand television adverts, models usually earn between \$100 and \$1,000 a day. This varies significantly depending on the type of model used and their level of experience. It is also very much driven by exposure and where the commercial is shown, but models can earn anywhere between \$100 to \$15,000 or more a day.
- Overseas, rates vary, but can be significantly higher. Models may also be paid a loading allowance for the additional use of their photographs on posters, websites or billboards.
- Models who get their work through an agency pay commission to that agency for handling their bookings.

Job opportunities: Chances of working full time as a model are poor, as the industry is small and competition for jobs is high.

Length of training: No specific training requirements.

About the job

What you will do:

- go to auditions and castings to compete for modelling assignments
- sit for make-up and hair stylists
- discuss the required poses and movements, or the part to be played
- model clothes, make-up, jewellery or other products in fashion shows or for magazines or television
- learn scripts and dialogue for television auditions.

Skills and knowledge needed:

- knowledge of body posture, movement and facial expressions
- knowledge of make-up, hairstyles and fashion
- performance skills.

How to enter the job

There are no specific entry requirements for becoming a model, but some agencies require prospective models to complete a modelling course before they start working in the industry.

These courses are offered by most talent and modelling agencies, and can vary in length from a couple of days to a number of weeks.

Prior to approaching agencies for modelling work, it is best to compile a portfolio of professional photos demonstrating your potential as a model.

Secondary education: There are no specific secondary education requirements for this job.

Personal qualities needed:

- confident
- patient
- punctual
- adaptable
- professional
- able to accept criticism.

Useful experience:

- dance and drama experience
- work with make-up
- any work involving sales, promotions or contact with people.

Related jobs: Actor, Dancer, Entertainer, Hairdresser/Barber.

Vocational pathways: Services industries.

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Mortgage Broker

Summary

Mortgage brokers offer advice to people wanting to buy a house or property, and find mortgage options and finance for clients.

Pay:

Pay for mortgage brokers varies depending on experience, reputation in the industry and how much work they get.

- Mortgage brokers who are permanent employees may earn between \$50,000 and \$84,000 a year.
- Self-employed mortgage brokers may earn much more than this.
- Most mortgage brokers earn commission.

Job opportunities: Opportunities for mortgage brokers are good due to a strong housing market.

Length of training: Less than 1 year of training usually required.

About the job

What you will do:

- assess whether a client is eligible to borrow money for a house/property
- explain mortgage options and bank offers to the client
- advise on the structure of mortgages and loans
- calculate mortgage repayments
- explain the home-buying process to the client
- liaise with the bank on the client's behalf
- liaise with other parties, such as lawyers, valuers and real estate agents, on the client's behalf
- complete application forms for clients
- organise building reports and home valuations
- organise insurance.

Skills and knowledge needed:

- knowledge of the mortgage and home-buying process
- knowledge of the different types of loans available
- understanding of banks' home loan interest rates and mortgage-lending policies
- an understanding of financial reports and statements
- computer skills, including a familiarity with computer accounting programs
- sales skills.

Kaitakawaenga Pūtea Taurewa

How to enter the job

Mortgage brokers need to become Authorised Financial Advisers (AFAs). To become an AFA you need to:

- gain the National Certificate in Financial Services – Financial Advice (Level 5)
- get authorisation to practise from the Financial Markets Authority (FMA)
- join and register with a Dispute Resolution Scheme (DRS)
- be registered on the Financial Service Providers Register (FSPPR).

Some large companies run in-house training programmes for brokers.

Secondary education: There are no specific secondary education requirements to become a mortgage broker. However, useful subjects include maths, economics, accounting and English.

Personal qualities needed:

- accurate
- good at maths
- motivated
- unbiased and honest
- good communicators
- good at persuading people
- well organised, with good time management skills
- able to work to deadlines and under pressure
- able to keep information private.

Useful experience:

- work in finance, accounting or banking (particularly in lending)
- sales experience
- valuation and property management work
- managing others.

Related jobs: Accountant, Financial Adviser, Real Estate Agent, Valuer.

Vocational pathways: Services industries.

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Summary

Motor vehicle salespeople sell new or used cars, trucks and other vehicles.

Pay:

Pay for motor vehicle salespeople varies depending on skills, experience and the dealership you work for.

- New motor vehicle salespeople may start on minimum wage, plus commission.
- Experienced motor vehicle salespeople can earn from \$65,000 to \$140,000, plus commission.
- Commissions can vary depending on the dealership you work for and how often you meet or exceed sales targets.
- Most motor vehicle salespeople earn at least 10% commission, and also get a company car and fuel costs.

Job opportunities: Chances of getting a job as a motor vehicle salesperson are average, as while vehicle sales are strong there are a limited number of positions.

Length of training: No specific training requirements.

About the job

What you will do:

- prepare vehicles for sale
- help customers decide which vehicles will best suit their needs
- accompany customers who are test-driving vehicles
- decide on the trade-in value of the customer's used vehicle
- collect payment or arrange finance on vehicles
- arrange vehicle insurance for customers
- organise advertising and promotions
- keep a database of customers and potential customers
- deal with painters, panelbeaters and vehicle parts suppliers.

Skills and knowledge needed:

- the vehicles they sell
- new cars on the market, and market trends
- how vehicle engines work
- finance and payment options, and accounting skills.

How to enter the job

There are no specific entry requirements to become a motor vehicle salesperson, but a driver's licence is usually required.

Motor vehicle salespeople can learn skills through on-the-job training.

Secondary education: There are no specific secondary education requirements to become a motor vehicle salesperson. However, NCEA Level 1 English and maths may be useful.

Personal qualities needed:

- confident dealing with people
- friendly, polite, helpful and honest
- good listeners, to ensure they understand their clients' needs
- skilled at negotiating and selling
- able to drive
- organised.

Useful experience:

- sales work
- customer service experience
- vehicle servicing and grooming work.

Related jobs: Sales Representative, Retail Manager, Automotive Technician, Automotive Refinisher, Vehicle Groomer/Cleaner.

Vocational pathways: Services industries.

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Musician

Summary

Musicians write, arrange, conduct and perform musical compositions.

Pay:

There are no set pay rates for musicians, and what you earn depends on your ability, as well as how often you work and what type of work you do.

Work may be irregular, and many musicians rely on supplementary jobs to make a living.

Job opportunities: Chances of getting regular paying work as a musician are poor because the music industry in New Zealand is small, and finding work can be difficult.

Length of training: No specific training requirements.

About the job

What you will do:

- play a musical instrument or sing to a high standard
- study and interpret music
- accompany singers and other soloists
- compose or conduct songs or instrumental music
- perform in public places such as bars, concert halls and clubs
- audition for parts
- make or take part in recordings
- teach music
- advertise themselves or their band
- research, learn and rehearse music.

Skills and knowledge needed:

- basic music theory
- musical instruments and an understanding of how they work
- acoustics and tuning
- recording methods
- vocal and performance techniques, and correct breathing methods.

Kaiwhakatangitangi

How to enter the job

There are no specific entry requirements to become a musician, although you must be skilled in a particular area of musical composition or performance.

Qualifications may be an advantage and will help connect you with like-minded people. For example:

- a jazz performance degree is useful for becoming a jazz musician
- a degree, such as a Bachelor of Music, is often useful for becoming a classical musician.

Many classical musicians also have a certificate or diploma from an established music examination board, such as the:

- Trinity Guildhall Examinations Board
- Associated Board of the Royal Schools of Music.

These boards are based in the United Kingdom and offer a set of graded examinations for music performance, music theory and music teaching.

Musicians also gain skills on the job through practice, training, rehearsals and performances.

Secondary education: If you want to get into a degree course such as the Bachelor of Music, you need a tertiary entrance qualification. Useful subjects for musicians include English, music and languages.

Personal qualities needed:

- punctual and reliable
- able to work well under pressure and accept criticism
- able to work well in a team if rehearsing and performing with a group
- dedicated to practising
- able to keep time
- confident about performing in front of large groups
- persistent and determined
- willing to promote themselves to people such as bar owners and agents.

Useful experience:

- any experience playing music
- experience reading and interpreting musical scores
- teaching and/or listening to music
- doing private or community courses in rock, classical, jazz or folk music
- performance or stage experience
- marketing or promotion work.

Related jobs: Artistic Director, Sound Technician, Dancer, Entertainer, Private Teacher/Tutor.

Vocational pathways: Creative industries.

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Summary

Nannies/child carers are responsible for the care, wellbeing and education of infants, toddlers and children in the home.

Pay:

Pay for nannies/child carers varies depending on their qualifications and experience, and where they work.

- Unqualified nannies/child carers with little experience usually earn minimum wage or \$17 an hour with a full driver's licence.
- Qualified nannies/child carers with experience and a full licence can earn between \$18 and \$22.
- Some maternity nannies/child carers (who look after infants up to the age of six weeks) can earn up to \$25.
- According to the 2013 Census more than half of nannies/child carers work part time, earning between \$6,500 and \$32,000 a year. Nannies/child carers who live with families, usually receive free accommodation.

Job opportunities: Chances of getting a full-time job as a nanny/child carer are average in most parts of the country, but good in Christchurch, Wellington and Auckland.

Length of training: No specific training requirements.

About the job

What you will do:

- support children's learning and development, interests and needs in consultation with their parents/whānau
- feed, wash and dress children
- plan and supervise the children's daily activities
- care for sick children in the home
- keep records of children's learning and development
- do household tasks such as cleaning and washing
- plan and prepare meals for children and family members
- drive children to and from early childhood services, school or other activities
- supervise and help school-aged children with homework.

Skills and knowledge needed:

- a sound knowledge of children's learning and development
- the ability to relate to and care for babies, toddlers and young children
- the ability to positively guide children's behaviour
- knowledge and understanding of the New Zealand Early Childhood Curriculum, Te Whāriki
- first aid skills, including ability to administer cardiopulmonary resuscitation (CPR)
- a good knowledge of nutrition, as well as cooking skills.

How to enter the job

There are no specific entry requirements for becoming a nanny/child carer, but many employers prefer you to have a relevant tertiary qualification, such as a Certificate in Early Childhood Practice (Level 4) or the National Certificate in Early Childhood Education and Care (Level 3 or Level 5).

Most employers require you to have a full driver's licence.

The Vulnerable Children Act 2014 means that if you have certain serious convictions, you can't be employed in a role where you are responsible for, or work alone with, children.

Secondary education: To enter a nanny/child care education programme you need to complete four years of secondary education. Subjects such as child development and physical education and health are useful.

Doing a Gateway programme (a structured workplace learning programme for senior secondary students) in an early childhood setting is also useful.

Personal qualities needed:

- organised and responsible
- good at solving problems
- skilled at communicating and listening
- creative
- motivated and patient
- firm, fair and consistent
- able to carry out general housekeeping duties.

Useful experience:

- work with children, such as babysitting
- nursing work.

Related jobs: Community Karitane, Early Childhood Teacher.

Vocational pathways: Social and community services.

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Naturopath

Summary

Naturopaths help restore balance to the body and mind through special diets, herbal remedies, spiritual healing, massage or essential oils.

Pay:

Pay for naturopaths varies depending on:

- the specific therapy they practice
- qualifications
- experience
- the region they work in
- how many clients they have.

Naturopaths usually earn between \$32,000 and \$50,000 a year, although some may earn more than this.

Job opportunities: Chances of getting a full-time job as a naturopath are poor due to a limited amount of clients.

Length of training: 2-3 years of training usually required.

About the job

What you will do:

- examine, question and observe patients to work out their health problems
- advise and treat patients
- prepare or buy herbal medicines, vitamins or minerals, including homeopathic remedies, for patients
- study and research the effect natural medicine has on the body and people's health
- educate the public about natural health methods
- work as sales representatives or consultants for natural health medicine companies or distributors.

Skills and knowledge needed:

- an understanding of the human body and how it functions
- knowledge of homeopathic and conventional medicines, and herbs that can be used as medicines
- knowledge of using vitamins and minerals to treat disease and illness
- knowledge of nutrition and diet, and how this can affect the body
- knowledge of relaxation techniques and physical therapies such as massage
- basic understanding of western medicine
- knowledge of medical ethics.

Self-employed naturopaths also need small business skills.

Kaihaumanu Hauora Aro Tini

How to enter the job

To become a naturopath it is recommended that you have either a:

- Diploma in Naturopathy (Level 6)
- Bachelor of Natural Medicine/Bachelor of Naturopathic and Herbal Medicine (Level 7).

Secondary education: NCEA Level 2 or 3 may be required to enter tertiary training. Useful subjects include chemistry, biology, English and maths.

Personal qualities needed:

- be good written and verbal communicators
- be well organised
- be aware and understanding of a range of cultures and backgrounds
- have good listening skills to help them accurately assess and diagnose patients' health problems.

Useful experience:

- nursing
- counselling
- alternative therapies.

Business management and administrative experience can also be useful for those running their own business.

Related jobs: Acupuncturist, Chiropractor, Massage Therapist, Osteopath.

Vocational pathways: Social and community services.

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Summary

Naval architects/boat designers plan, design and supervise the construction and repair of ships, yachts and pleasure craft. They may also be employed in the offshore industry, doing work such as design and construction of oil rigs.

Pay:

Pay for naval architects and boat designers varies according to their experience and qualifications.

- Newly graduated naval architects usually earn between \$40,000 and \$45,000 a year.
- Experienced naval architects can earn \$150,000 or more.
- Boat designers on a salary usually earn between \$35,000 and \$70,000.
- Naval architects and boat designers who are self-employed may earn more.

Job opportunities: Chances of getting a job as a naval architect/boat designer are average due to the small size of the industry.

Length of training: 3–4 years of training usually required.

About the job

What you will do:

- consult with clients, professionals and government officials and write feasibility studies
- create or adapt designs, drawings, written plans and technical calculations for ships, yachts or pleasure craft, and check them against regulations
- conduct and analyse results of scale, computer-based and water pressure tests
- manage the design and building of boats and ships
- oversee repairs, changes and upgrades.

Skills and knowledge needed:

- knowledge of different styles of boats, yachts and ships
- understanding of boat building methods and requirements
- knowledge of boat building materials, including the ways various materials perform in different situations
- knowledge of structural engineering
- understanding of hydrodynamics and aerodynamics and the effects on vessels
- good understanding of boat handling
- knowledge of marine standards and safety regulations
- design, draughting and sketching skills
- skill using computer-aided design (CAD) and 3-D modelling programs.

How to enter the job

To become a professional naval architect you need to have a Bachelor of Engineering, majoring in naval architecture. This major is available at Auckland University of Technology (AUT).

You can also become a professional naval architect by completing:

- an engineering degree in New Zealand, followed by further study at an overseas university or college specialising in naval architecture. This must be followed by several years' experience in industry
- the Bachelor of Applied Technology (Marine) at Unitec, followed by a Master's degree or several years' experience in industry.

There are no specific requirements to become a boat designer, but considerable sailing experience and a degree or diploma in engineering or design is recommended.

Secondary education: A tertiary entrance qualification is needed to enter tertiary training. Useful subjects include maths, physics, English, art and graphics.

Personal qualities needed:

- creative
- practical
- mechanically minded
- accurate, with an eye for detail
- able to work well under pressure
- good at maths and physics
- able to write reports
- good communicators.

Useful experience:

- boating experience
- boat building
- draughting or use of design and CAD software
- architectural or engineering work
- shipyard work.

Related jobs: Architect, Architectural Technician, Boat Builder, Marine Engineer.

Vocational pathways: Construction and infrastructure, Creative industries.

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Navy Officer

Summary

Navy officers are enlisted personnel in the Royal NZ Navy. They specialise in a role, such as weapon engineering officer or warfare officer, and train, motivate and lead sailors under their command.

Pay:

- Navy officer recruits and midshipmans earn a training salary of between \$32,000 and \$51,000 a year.
- Ensigns earn between \$52,000 and \$68,000.
- Sub lieutenants earn between \$63,000 and \$84,000.
- Lieutenants earn between \$77,000 and \$103,000.
- Lieutenant commanders earn between \$88,000 and \$120,000.

Navy officers may also receive additional benefits such as free medical and dental care and subsidised food.

Job opportunities: Chances of getting a job as a navy officer are average because the occupation is small, with a limited number of new recruits taken on each year.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- organise and conduct training of sailors under command
- manage personnel and equipment
- lead personnel during training, military exercises, and on deployment
- lead sailors in ceremonial duties, such as parades
- operate and maintain military equipment
- help as part of search and rescue, and disaster relief efforts in New Zealand, and overseas.

Navy officers also specialise in a particular role, such as airborne tactical officer or helicopter pilot, with specific tasks and duties related to that field.

Skills and knowledge needed:

- Navy regulations and protocol, including health and safety, ethics and conduct
- Navy drills and parade requirements
- combat skills, such as the ability to operate and maintain weapons.

Navy officers also need skills and knowledge related to their field of specialisation. For instance, navy warfare officers will have knowledge of how to operate various weapons systems.

Āpiha Tauā Moana

How to enter the job

For basic training to become a navy officer you need to:

- be at least 17 years old
- pass a medical and fitness test
- have a clean police record
- have NCEA Level 1 literacy and numeracy credits
- be a New Zealand citizen or permanent resident.

Some specialisations require you to:

- have NCEA credits in Level 2 science or a degree
- have a driver's licence
- pass a colour perception test.

You will also need to:

- pass aptitude and fitness tests
- attend a formal interview for your selected trade.

Candidates who have a degree are preferred.

Once accepted into the Navy, officer cadets undertake:

- a 5-day induction course at Devonport Naval Base
- a 7-week Joint Officer Induction Course (JOIC)
- a 15-week Junior Officer Common Training (JOCT) course
- specialist training in their chosen trade.

Secondary education: To become a navy officer you must have completed a minimum of three years' secondary education. Useful subjects include English, maths and physics.

Some navy officer jobs require you to have achieved NCEA Level 2 or 3 in specific subjects.

Personal qualities needed:

- disciplined and organised
- confident
- careful and accurate, with an eye for detail
- efficient and able to work well under pressure
- able to manage and lead people
- able to solve problems and make decisions
- good at communicating.

Useful experience:

- work or sporting experience in a team environment
- work on boats and ships
- being a sailor in the Navy
- being a member of the Naval Volunteer Reserve.

Related jobs: Navy Sailor, Army Officer, Army Soldier, Air Force Officer, Air Force Airman/Airwoman, Police Officer, Firefighter.

Vocational pathways: Services industries, Social and community services.

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Summary

Navy sailors are enlisted personnel in the Royal NZ Navy. They specialise in a role such as weapon technician or steward.

Pay:

- Recruits earn a training salary of around \$32,000 a year.
- Ordinary rates (recently graduated sailors) earn between \$44,000 and \$51,000.
- Able rates earn between \$47,000 and \$61,000.
- Leading hands earn between \$52,000 and \$68,000.
- Petty officers earn between \$59,000 and \$71,000.
- Chief petty officers earn between \$69,000 and \$78,000.
- Warrant officers earn between \$77,000 and \$104,000.
- Navy sailors may also receive additional benefits such as free medical and dental care and subsidised food.

Job opportunities: Chances of getting a job as a navy sailor are good because of positions regularly becoming available.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- operate and maintain military equipment
- do general ship maintenance, including cleaning, painting and minor repair work
- do manual work such as transferring stores between ships at sea
- train across a number of areas, including health and safety, and fitness
- take part in ceremonial events such as parades
- take part in peacekeeping operations or combat
- participate in wartime-scenario training exercises and coastal patrols
- help in search and rescue operations, and disaster relief efforts in New Zealand and overseas.

Navy sailors will also train in a specific trade, such as weapon technician, steward or medic.

Skills and knowledge needed:

- Navy regulations, tactics and protocol
- general seamanship duties on board Navy ships
- how to operate and maintain weapons
- parade training and drill exercises
- basic first aid and rescue techniques
- how to care for and clean a uniform.

Navy sailors also need skills and knowledge related to their trade. For instance, navy medics need knowledge of emergency care, nursing and surgical methods.

How to enter the job

To be eligible for basic training to become a navy sailor you need to:

- be at least 17 years old
- pass a medical and fitness test
- have a clean police record
- have NCEA Level 1 literacy and numeracy credits
- be a New Zealand citizen or permanent resident.

Some trades require you to:

- have NCEA credits in Level 2 science
- have a driver's licence
- pass a colour perception test.

If you meet these requirements, you will also need to:

- pass an aptitude test
- attend a formal interview for your selected trade (area of specialisation).

Once accepted into the Navy, recruits undertake:

- Basic Common Training – an 18-week course at the HMNZS Philomel Navy Base in Devonport, Auckland
- Basic Branch Training – specialist training in their chosen trade.

Secondary education: Some specialist positions (trades) require you to have NCEA Level 1 or 2 with credits in specific subjects.

Personal qualities needed:

- disciplined and able to follow instructions
- careful and accurate, with an eye for detail
- efficient and able to work well under pressure
- practical and adaptable
- able to work well in a team.

Useful experience:

- involvement in youth organisations such as Sea Scouts and Cadets
- experience at sea
- work or sporting experience in a team environment.

Related jobs: Army Officer, Navy Officer, Army Soldier, Air Force Officer, Police Officer, Firefighter.

Vocational pathways: Services industries, Social and community services.

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Network Administrator

Summary

Network administrators design, install, configure and monitor the computer hardware and software systems that make up a computer network.

Networks can range from local area networks in one building, to wide-area networks connecting multiple offices across the world.

Pay:

Pay for network administrators varies. According to an AbsoluteIT salary survey, network administrators in the:

- highest-paid group earned an average of \$78,000 a year
- middle pay range earned an average of \$64,000
- lowest-paid group earned an average of \$50,000.

Network administrators working as contractors earn an average of \$50 to \$95 an hour.

Job opportunities: Chances of getting a job as a network administrator are good due to a shortage of workers.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- design and configure a linked computer network system
- install cabling, routers, switches, servers and wifi devices
- maintain the network, identify faults and fix problems
- monitor the network to ensure it is secure and has enough capacity to cope with the needs of the organisation
- assess and recommend improvements to the network and related software
- provide support and technical assistance to network users.

Skills and knowledge needed:

- computer systems, software and technology
- networking systems, methods and devices
- project management.

Kaiwhakahaere Whatunga

How to enter the job

To become a network administrator you usually need a diploma or degree in networking, systems administration, computer science or information systems.

Network administrators gain many skills on the job and may attend a wide range of courses to update their knowledge and skills.

Secondary education: A tertiary entrance qualification is needed to enter tertiary training. Useful school subjects include computing/digital technologies, maths, physics and English.

Personal qualities needed:

- methodical, accurate and patient
- able to work well under pressure, and meet deadlines
- able to work well as part of a team, and with minimal supervision
- skilled at problem solving
- skilled at verbal and written communication.

Useful experience:

- technical computer work
- computer helpdesk and support work
- customer service.

Related jobs: Software Developer, Business Analyst, Systems Administrator, Information Technology Helpdesk/Support Technician.

Vocational pathways: Manufacturing and technology.

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Summary

Nursery growers/workers grow young plants, flowers, trees and shrubs for sale or for use in parks and gardens.

Pay:

Pay for nursery growers/workers varies depending on their experience and responsibilities.

- New nursery growers/workers generally start on the minimum wage or a little more.
- After two to three years' experience, they usually earn about \$17 an hour.
- Experienced nursery growers/workers or those who are team leaders earn about \$22 an hour.

Job opportunities: Job opportunities for nursery growers/workers are average for those without a qualification but good for those with one.

Length of training: No specific training requirements.

About the job

What you will do:

- prepare soil mixes and composts
- grow plants from seeds and various types of cuttings
- water, feed, prune, pot and label plants
- operate and maintain irrigation systems
- control weeds, and spray plants to control pests and diseases
- co-ordinate stock control and organise the dispatch of plants
- sell plants in a garden centre
- drive bobcats, forklifts and delivery trucks.

Skills and knowledge needed:

- knowledge of how to grow and care for plants
- knowledge of pest, weed and disease control
- knowledge of plant and soil types and characteristics.

Nursery growers/workers who are in charge of staff also need management skills.

How to enter the job

There are no specific entry requirements to become a nursery grower/worker. However, doing an apprenticeship will improve your chances of finding work.

Apprenticeships are done through the Primary Industry Training Organisation (Primary ITO) and include theory work and on-the-job training.

People wanting to use chemical sprays need to have the correct certificates.

A driver's licence and a forklift licence are also useful.

Secondary education: Three years of secondary education are required by most employers, and some prefer to take people with NCEA Level 2. Useful subjects include English, biology and horticulture.

Personal qualities needed:

- reliable
- interested in trees and plants
- hard-working
- happy working outdoors.

Useful experience:

- gardens
- orchards
- farms.

Related jobs: Farmer/Farm Manager, Crop Farmer/Crop Manager, Landscape Gardener, Gardener, Groundsperson.

Vocational pathways: Primary industries.

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Nursing Support and Care Worker

Summary

Nursing support and care workers provide assistance, support and care to people in a variety of health, welfare and community settings, and in their homes.

Pay:

If you work for a district health board you will receive the following:

- Nursing support and care workers starting out earn about \$35,000 a year.
- Those with two to three years' experience usually earn \$39,000 to \$40,000.

Pay rates in the private and not-for-profit sectors vary from organisation to organisation.

Job opportunities: Chances of getting a job as a nursing support and care worker are good due to increasing demand for their services.

Length of training: No specific training requirements.

About the job

What you will do:

- help clients at home with tasks such as showering and dressing
- do housework such as cleaning and ironing
- prepare and serve meals
- clean and prepare medical equipment and instruments
- take patients' electrocardiogram (ECG) readings, samples and fluid balances
- help patients with rehabilitation in areas such as social skills and walking
- transfer patients between wards and departments using wheelchairs, stretchers or moveable beds
- deliver and collect patient files and x-rays, and linen, rubbish, infectious waste, specimens and equipment
- assist with patient discharges.

Skills and knowledge needed:

- basic patient care skills
- the needs of the elderly, families, children and people with disabilities
- hospital procedures
- health and safety procedures, and issues such as storage of dangerous goods
- first aid skills, including ability to administer cardiopulmonary resuscitation (CPR)
- proper lifting techniques, or how to use the appropriate hoists.

Kaiāwhina Tapuhi/Kaimahi Atawhai

How to enter the job

To become a nursing support and care worker you need to have at least three years of secondary education.

Most employers provide in-house training for those starting in the job, and some employers prefer you to have, or be working towards, a relevant qualification such as the National Certificate in Health, Disability, and Aged Support (Health Assistants).

Any previous criminal convictions need to be declared so that they can be reviewed by prospective employers.

You may also need a first aid certificate and/or a driver's licence.

Secondary education: Useful subjects include English, maths and biology.

Personal qualities needed:

- practical
- organised and responsible
- friendly, patient and helpful
- able to follow instructions
- able to relate well to people from a range of cultures
- skilled at listening and communicating.

Useful experience:

- work in rest homes and nursing homes
- hospital work
- other work with families, the elderly or people with disabilities
- any work that involves helping people, or customer service
- first aid experience
- cleaning jobs and housekeeping work.

Related jobs: Registered Nurse, Dental Assistant.

Vocational pathways: Social and community services.

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Summary

Occupational therapists assess and treat people who, because of illness, injury or circumstance, have limited ability to carry out everyday activities.

Pay:

Pay for occupational therapists employed by district health boards (DHBs) varies depending on their length of service and seniority.

- Graduate occupational therapists earn a minimum of \$46,500 a year.
- Occupational therapists with up to six years' experience earn up to \$65,500.
- Advanced occupational therapists who take on extra responsibilities can earn between \$69,000 and \$95,500.

Pay for occupational therapists working in private practice also varies, but they usually earn between \$45,000 and \$110,000 a year.

Job opportunities: Chances of finding work as an occupational therapist are good for experienced staff, but more difficult for new graduates.

Length of training: 3 years of training required.

About the job

What you will do:

- assess clients' abilities and help them set goals to gain or regain skills
- plan and direct therapy treatment, including physical and social activities
- recommend adaptations to equipment, school or classroom environments, workplaces, housing or motor vehicles to enable clients to be safe and independent
- advise clients on changes to their lifestyle to help them with daily activities
- give advice and support to clients, their families or work colleagues, to ensure they have the information they need for rehabilitation
- observe and report on clients' progress.

Skills and knowledge needed:

- knowledge of occupational therapy methods
- knowledge of the human mind, body and behaviour
- the ability to negotiate with people and motivate them
- an understanding of different cultures.

How to enter the job

To become an occupational therapist you need to:

- complete the Bachelor of Health Science in Occupational Therapy (AUT), or the Bachelor of Occupational Therapy (Otago Polytechnic)
- be registered with the Occupational Therapy Board of New Zealand
- have an Annual Practising Certificate.

The degree is available through:

- Auckland University of Technology (AUT)
- Otago Polytechnic – studying in Otago, or in Hamilton (through Wintec).

Secondary education: NCEA Level 3 is required to enter further training. Useful secondary school subjects include English, sciences and maths.

Personal qualities needed:

- positive and encouraging
- approachable, with good communication skills
- skilled at report writing
- analytical and observant
- good problem-solvers
- good at time management.

Useful experience:

- working with children, the elderly or people with a disability
- coaching and working with groups of people
- first aid experience.

Related jobs: Acupuncturist, Chiropractor, Primary School Teacher, Massage Therapist, Osteopath, Physiotherapist, Secondary School Teacher, Social Worker, Speech-Language Therapist.

Vocational pathways: Social and community services.

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Office Manager

Summary

Office managers organise and supervise the activities of an office including administrative systems and office personnel.

Pay:

- Office managers usually earn between \$50,000 and \$78,000 a year.

Job opportunities: Chances of getting a job as an office manager are average for those looking to enter the role, but good for those with experience.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- supervise, evaluate and plan the work of other administrative staff
- interview and train staff
- manage facilities including vehicles and equipment
- ensure the office meets health and safety requirements
- schedule events and projects
- liaise with administrative, technical and management staff, facilities contractors and building managers
- provide secretarial services, such as note taking, for committees
- maintain computer files, directories, databases and websites
- prepare correspondence, financial and data reports and manage records.

Skills and knowledge needed:

- knowledge of administration policies, systems and procedures
- the ability to supervise and lead staff, including training and conflict management skills
- an understanding of the purpose, background and policies of the organisation they are working for
- computer skills, including word-processing skills and the ability to use relevant computer software
- an understanding of health and safety in the workplace
- an understanding of relevant legislation such as the Employment Relations Act.

Kaiwhakahaere Tari

How to enter the job

There are no specific requirements to become an office manager, but a tertiary qualification is increasingly required.

Qualifications in business administration, management or human resources are useful.

Secondary education: A tertiary entrance qualification is usually required to enter further training. NCEA Level 3 English, accounting and computer studies may be useful.

Personal qualities needed:

- communication and listening skills
- planning and organisational skills, including the ability to prioritise tasks
- decision-making and problem-solving skills
- work well under pressure
- keep information confidential
- relate to people from a range of cultures.

Useful experience:

- administrative work
- telephone and computer work
- management or supervisory experience
- policy development experience
- accountancy or payroll experience
- experience with industrial negotiations
- any other work interacting with staff and/or management.

Related jobs: Administration Officer, Personal Assistant, Project Manager.

Vocational pathways: Services industries.

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Summary

Optometrists examine clients' eyes to diagnose and provide solutions for vision problems, such as prescribing glasses or contact lenses. They also diagnose, monitor and manage eye diseases such as cataracts and glaucoma.

Pay:

Pay for optometrists depends on their experience and where they work.

- Optometrists with one to two years' experience usually earn about \$60,000 to \$80,000 a year.
- With three to five years' experience they usually earn between \$80,000 and \$110,000.

Job opportunities: Chances of getting a job as an optometrist are good due to a shortage of people in the role.

Length of training: 5 years of training required.

About the job

What you will do:

- examine eyes to diagnose vision problems and eye diseases
- provide solutions to vision problems, including prescribing glasses and contact lenses
- monitor or manage eye diseases, such as allergies, cataracts and glaucoma
- prescribe medicines to treat eye diseases
- prescribe and fit glasses, contact lenses and other visual aids
- advise clients on eyewear products, such as frames
- advise on computer set-up and lighting in workplaces.

Skills and knowledge needed:

- knowledge of eye problems and diseases
- knowledge of the structure of the eye and how vision works
- knowledge of lenses, contact lenses and frames for glasses
- technical skills to examine eyes and operate examination equipment.

Those running their own practice will need business management skills.

How to enter the job

To become an optometrist you must:

- complete the five-year Bachelor of Optometry (BOptom), which is offered at the University of Auckland
- be registered with the Optometrists and Dispensing Opticians Board
- hold a current Annual Practising Certificate.

Secondary education: A tertiary entrance qualification is required to enter further training, and useful subjects include biology, chemistry, physics, maths and English.

Personal qualities needed:

- accurate, with an eye for detail
- patient and understanding
- able to work with a wide range of clients
- good communicators and listeners.

Useful experience:

- work in the health sector
- business management experience
- work as an assistant to an optometrist
- scientific or medical research.

Related jobs: Dispensing Optician.

Vocational pathways: Social and community services.

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Osteopath

Summary

Osteopaths treat disorders of the body by gently moving muscles, bones and joints. They help to relieve pain and improve the function of the body.

Pay:

Pay for osteopaths varies depending on whether they run their own practice, the number of patients they see and their level of experience.

- Osteopaths usually earn between \$35,000 and \$61,000 a year, with an average salary of about \$46,300, this includes full and part-time workers.
- Some osteopaths running private practices may earn as much as \$100,000 a year.

Job opportunities: Chances of getting a job as an osteopath are good due to increasing demand for their services and relatively few people graduating with osteopathic qualifications.

Length of training: 5 years of training usually required.

About the job

What you will do:

- diagnose problems by questioning and examining patients
- talk with patients about diagnosis and proposed treatment
- use movement to treat muscles, bones and joints
- change and correct the movement of the spine to restore movement and health
- advise patients on exercise, posture, diet and lifestyle
- carry out workplace assessments for patients who have Occupational Overuse Syndrome (OOS) or any other workplace injuries.

Skills and knowledge needed:

- knowledge of anatomy, physiology and pharmacology (how drugs affect the human body)
- the ability to observe people's body movements to make clear diagnoses of musculoskeletal conditions
- knowledge of manual treatments and methods to alter body functions
- the ability to keep up to date with new developments in muscular and skeletal medicine
- knowledge of diseases.

Kaiwhakamaimoa Kōiwi

How to enter the job

To become an osteopath you need to have:

- a Bachelor of Applied Science majoring in human biology, or a similar discipline
- a Master's degree in osteopathy (only available from Unitec in Auckland)
- registration from the Osteopathic Council
- a current Annual Practising Certificate.

If you are an osteopath trained outside New Zealand you can apply for registration in New Zealand if:

- you have passed the ANZOC overseas assessment process
- or you are registered with an equivalent Australian registration authority.

Secondary education: Useful subjects include chemistry, biology, physics, English and maths.

Personal qualities needed:

- patient and understanding
- dedicated and motivated
- good listeners and communicators
- good at problem solving
- able to make good judgements.

Useful experience:

- any work that involves knowledge of the human body and physiology
- work in other areas of health services.

Related jobs: Acupuncturist, Audiologist/Audiometrist, Podiatrist, Chiropractor, General Practitioner, Naturopath, Optometrist, Physiotherapist.

Vocational pathways: Social and community services.

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Outdoor Recreation Guide/ Instructor

Summary

Outdoor recreation guides and instructors teach or guide outdoor activities such as rafting, kayaking, diving, skiing, hunting, fishing, climbing, tramping and caving.

Pay:

Pay for outdoor recreation guides and instructors varies depending on the type of work they do, and their experience and qualifications.

- New outdoor recreation instructors start between minimum wage and \$34,000 a year.
- With experience, they may earn up to \$46,000 depending on where they work.
- Outdoor recreation guides tend to be paid by the hour, day or trip. They can earn between the minimum wage and \$21 to \$28 an hour, depending on their experience and where they work.
- Both outdoor recreation guides and instructors may also get cheap housing and other allowances.

Job opportunities: Job opportunities for outdoor recreation guides and instructors are average and depend on your level of skill and experience, and seasonal demand.

Length of training: No specific training requirements.

About the job

What you will do:

- plan outdoor recreation activities and instruction programmes
- assess risks involved in an activity, taking into account the weather and different clients' abilities
- lead, guide and teach people taking part in activities
- organise safety procedures including checking equipment, running rescue practices and providing first aid if necessary
- prepare recreation areas by doing things such as signposting or fencing off paths and hazards
- organise bookings, transport, food and accommodation
- keep logbooks of their trips and do other administrative tasks.

Skills and knowledge needed:

- a high level of skill in outdoor activity or activities
- knowledge of occupational safety and health (OSH) procedures relating to activities they undertake
- outdoor survival and first aid skills
- knowledge of weather conditions and geography in the area where they work.

Kaiārahi o Waho/Kaiwhakaako o Waho

How to enter the job

There are no specific entry requirements to become an outdoor recreation guide or instructor. However, employers prefer candidates who have:

- registered qualifications, such as those available through Skills Active or the New Zealand Outdoor Instructors Association (NZOIA)
- a certificate in first aid or outdoor first aid.

You must also have a high level of skill and experience in the relevant outdoor activity.

Outdoor recreation guides and instructors can train on the job with approved employers and get a qualification through Skills Active.

Secondary education: There are no specific secondary educational requirements, although NCEA Level 1 is recommended. Useful subjects include English, geography and physical education.

Secondary school students may be able to take part in ServiceIQ's Gateway travel programme or programmes run by Skills Active. Students earn NCEA credits while doing work experience in the travel and tourism industry or recreation sector.

Personal qualities needed:

- mature, responsible and able to stay calm in emergencies
- able to make good decisions under pressure
- patient, sympathetic and enthusiastic
- confident in their own abilities and able to inspire confidence in others
- excellent leaders with good communication skills
- good at planning and organisation, with strong problem-solving skills
- good at dealing with people and able to work as part of a team
- alert and observant
- physically fit and healthy.

Useful experience:

- teaching
- paid or voluntary leadership of outdoor recreation groups
- sales or customer service experience
- work involving contact with the public
- first aid and accident emergency work
- conservation work.

Related jobs: Personal Trainer/Fitness Instructor, Diver, Ranger, Recreation Co-ordinator, Tour Guide.

Vocational pathways: Services industries.

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Packhouse Worker

Summary

Packhouse workers grade, pack and store crops in horticultural packhouses.

Pay:

Pay for packhouse workers varies depending on skill, experience and the specific role being done.

- Packhouse workers usually start on minimum wage or a little more.
- Packhouse workers in positions of responsibility can earn up to \$25 an hour.

Job opportunities: Job opportunities for packhouse workers are good due to high seasonal demand and increasing fruit and vegetable production.

Length of training: No specific training requirements.

About the job

What you will do:

- grade, pack and store crops according to market specifications
- assemble packaging and crates
- stack fruit crates using forklifts
- ensure quality control procedures and food, health and safety regulations are followed
- ensure equipment and machinery are maintained.

Skills and knowledge needed:

- grading, packing and storing crops
- fruit standards
- health, safety, and food laws and processes, including technical specifications about crops.

Kaimahi Whare Putunga

How to enter the job

There are no specific entry requirements to become a packhouse worker.

Packhouse workers who have good work ethics and the right attitude are supported by some employers to do an in-house training programme or gain horticulture qualifications through the Primary ITO, or local tertiary provider.

Some employers may require you to have a heavy truck driving licence, or forklift licence.

Secondary education: There are no specific secondary education requirements, but a minimum of NCEA Level 1 English and maths is recommended.

Personal qualities needed:

- efficient
- punctual
- able to work well under pressure
- methodical
- accurate, with an eye for detail.

Useful experience:

- work on orchards or vegetable farms
- forklift driving
- production line work.

Related jobs: Storeperson, Customs/Freight Broker, Importer/Exporter, Purchasing/Supply Officer, Production Manager.

Vocational pathways: Primary industries.

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Summary

Painters and decorators apply decorative and protective finishes to interior and exterior walls, doors, windows and other surfaces of buildings.

Pay:

Pay for painters and decorators varies depending on skills, experience and their employer.

- Apprentice painters and decorators may start on the training minimum wage or the adult minimum wage, with their wages increasing as they gain experience and/or unit standards.
- Unqualified or inexperienced painters and decorators usually start on \$18 an hour and can progress to \$20 an hour.
- With experience, painters and decorators may earn \$20 to \$33 an hour.
- Those running their own business may earn more than this, but their income will depend on the success of their business.

Job opportunities: Chances of getting work as a painter and decorator are good, especially in the top half of the North Island.

Length of training: 0-3 years of training usually required.

About the job

What you will do:

- work with customers on colour selection and finishes
- calculate materials required for a job
- erect scaffolding under 5 metres high (scaffolding over this height must be put up by a registered scaffolder)
- fill holes, cracks and joins, and clean surfaces of dust and dirt
- mix and match paint colours using tint (a pigment similar to dye)
- cut and hang wallpaper, vinyl and backing paper
- apply paint and decorative paint finishes such as glazing, graining, marbling and lettering.

Skills and knowledge needed:

- a good understanding of colour
- good people skills
- knowledge of paints and wall coverings
- skill in painting and decorating techniques
- an understanding of how to prepare surfaces for painting or wallpapering
- knowledge of health and safety precautions.

Painters and decorators who are self-employed also need business skills.

How to enter the job

There are no specific entry requirements to become a painter and decorator.

However, you can improve your chances of getting work and increase the amount you can earn by doing an apprenticeship and gaining a National Certificate in Painting and Decorating (Level 4). The Building and Construction Industry Training Organisation oversees painting and decorating apprenticeships.

Secondary education: At least NCEA Level 2 in maths, English, art and design is useful.

Year 11 and 12 students can learn more about the construction industry, and gain relevant skills, by doing National Certificates in Building, Construction and Allied Trades (Levels 1 and 2) through the BConstructive programme (BCATS).

For Year 11 to 13 students, the Gateway programme is a good way to gain industry experience as well as contributing to your NCEA achievements.

These programmes may help you gain an apprenticeship, but do not reduce the amount of time it takes to complete it.

Personal qualities needed:

- detail-focused with an eye for colour
- practical, quick and accurate
- neat and tidy in their work
- responsible
- able to work as part of a team
- organised.

Creativity is also an advantage.

Useful experience:

- interior decorating
- work as a sales assistant in a paint and wallpaper shop
- work as a painter's assistant
- any other work where you can demonstrate creativity.

Related jobs: Floor and Wall Tiler, Carpenter, Signmaker.

Vocational pathways: Construction and infrastructure.

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Paramedic

Summary

Paramedics attend to ill and injured people at accident sites or in medical emergencies, and transport them to hospitals or other medical facilities.

Pay:

Pay rates for paramedics vary depending on level of experience, qualifications and where you work.

- Paramedics starting out usually earn between \$45,000 and \$58,000 a year.
- Experienced paramedics usually earn between \$58,000 and \$75,000.

Job opportunities: Chances of getting a job as a paramedic are average due to high competition, even though vacancies are increasing.

Length of training: 3 years of training usually required.

About the job

What you will do:

- attend medical emergencies and deal with traumatic injuries
- treat ill and injured people at accident or emergency scenes
- stabilise patients for transport by treating shock and injuries
- transport patients to and from medical facilities
- be on hand at large gatherings, such as sports events, in case of accidents or illness
- record patient information.

Paramedics may also do specialised rescue work in air ambulances.

Skills and knowledge needed:

- good knowledge of pre-hospital emergency care
- knowledge of anatomy and physiology of the human body
- knowledge of medications and treatments
- excellent driving skills
- knowledge of the geographical area they work in
- the ability to use technical equipment such as cardiac defibrillators
- empathy in dealing with people and an appreciation of different cultures.

Āpiha Whakaora

How to enter the job

To become a paramedic you need a relevant degree or experience as an ambulance crew volunteer with St John.

The study pathway requires you to:

- complete a Bachelor of Health Science majoring in paramedicine through Whitireia New Zealand or Auckland University of Technology (AUT)
- hold a full Class 1 driver's licence for one year, and have a good driving record.

The volunteer pathway requires you to:

- apply for an operational volunteer position with St John
- hold a full Class 1 driver's licence for one year, or
- hold a full Class 1 driver's licence and complete a defensive driving course.

Paramedics working in air rescue may require postgraduate qualifications.

Secondary education: NCEA Level 3 is required to enter tertiary training. Useful subjects include biology, chemistry, health and English.

Personal qualities needed:

- mature and caring
- alert
- good communicators who work well as part of a team
- able to work well under pressure and remain calm in emergencies
- good at problem solving and decision making
- conscious of cultural and religious beliefs about how the body should be treated.

Useful experience:

- in a hospital or other health-related environment
- volunteer ambulance officer
- patient transport service officer
- emergency services call centre
- medic in the New Zealand Defence Force.

Completing a defensive driving course may also be useful.

Related jobs: Police Officer, Firefighter, Registered Nurse.

Vocational pathways: Social and community services.

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Summary

Parking wardens are responsible for issuing infringement notices (fines) for illegal parking and vehicle offences such as unregistered cars.

Pay:

- Parking wardens usually earn between minimum wage and \$48,000 a year depending on experience and the region they work in.

Job opportunities: Chances of getting a job as a parking warden are poor due to low turnover.

Length of training: No specific training requirements.

About the job

What you will do:

- check parked vehicles in a given area
- mark tyres with chalk to show how long vehicles have been parked
- issue tickets when vehicles have been parked too long, or are illegally parked, and take note of the circumstances
- issue notices for vehicle offences such as not having an up-to-date warrant of fitness or registration
- call tow trucks to remove illegally parked vehicles
- service and clear parking meters/machines
- educate people on parking regulations
- give people directions and provide visitor information about the city.

Skills and knowledge needed:

- knowledge of parking regulations and by-laws.

How to enter the job

There are no specific entry requirements to become a parking warden, as you gain skills on the job under the supervision of a senior parking warden.

Following training, parking wardens can be assessed and receive a qualification for competency.

Parking wardens who drive motorcycles need to have the correct type of licence.

Secondary education: Educational requirements for parking wardens depend on the employer, but NCEA Level 1 is usually preferred. Useful subjects include English, maths and computer studies.

Personal qualities needed:

- good at listening and communicating with people
- firm but fair
- observant
- confident.

Useful experience:

- customer service work.

Related jobs: Courier/Postie, Debt Collector, Security Officer/Guard.

Vocational pathways: Social and community services.

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Pathologist

Summary

Pathologists are doctors who study human diseases and conditions. They diagnose health problems by testing samples from tissues of the body, blood and other bodily fluids.

Pay:

Pay varies for pathologists and for registrars (those in training), depending on seniority, hours, location and frequency of on-call or emergency cover.

- Registrars working for a district health board (DHB) usually earn between \$70,000 and \$175,000 a year.
- Qualified pathologists working for a DHB usually earn between \$151,000 and \$212,000.

Job opportunities: Chances of getting a job as a pathologist are good due to a shortage of workers.

Length of training: 13 years of training required.

About the job

What you will do:

- study and test tissue and fluids for disease
- diagnose diseases such as cancer and diabetes
- take samples of body tissue and fluids
- find genetic causes of disease
- write detailed reports
- provide advice for medical practitioners
- investigate deaths and complete autopsies
- research diseases to find cures
- teach medical students and trainees
- monitor treatment of diseases.

Skills and knowledge needed:

- how the human body works
- different diseases and illnesses, and how to diagnose them
- medicines and treatments, and the effect these have on the body
- the chemistry of the body
- anatomy and medical surgical procedures
- current research and practices in their field.

Kaimātai Mate Tangata

How to enter the job

To become a pathologist you need to:

- complete the Health Sciences First Year programme at Otago University, or the first year of either the Bachelor of Health Sciences or Bachelor of Science in Biomedical Science at Auckland University
- complete a five-year Bachelor of Medicine and Bachelor of Surgery (MBChB) degree at Otago or Auckland Universities
- work for two years as a house officer (supervised junior doctor) in a hospital
- complete another five years of specialist training and examinations to become a Fellow of the Royal College of Pathologists of Australasia.

Secondary education: NCEA Level 3 is required to enter tertiary training. Useful subjects include maths with calculus and/or statistics, chemistry, physics, biology and English.

Personal qualities needed:

- accurate, with an eye for detail
- analytical, with problem-solving skills
- able to work well under pressure
- excellent at data analysis and interpretation
- good at communicating
- good at report writing.

Useful experience:

- work in healthcare in hospitals or clinics
- work in a laboratory
- work caring for people.

Related jobs: Physician, Surgeon, Gynaecologist/Obstetrician, Radiation Oncologist, Diagnostic Radiologist, Medical Laboratory Technician.

Vocational pathways: Social and community services.

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Summary

Payroll officers arrange payment of staff salaries and wages.

Pay:

Pay rates for payroll officers vary depending on the role.

- Payroll officers earn between \$45,000 and \$60,000 a year.
- Senior payroll officers earn between \$50,000 and \$65,000.
- Payroll supervisors and managers earn between \$55,000 and \$90,000.

Job opportunities: Chances of getting a job are good due to a shortage of payroll officers.

Length of training: No specific training requirements.

About the job

What you will do:

- calculate pay, tax, student loan and superannuation deductions for staff
- check what hours staff have worked, and what leave they've taken
- arrange for staff to be paid
- forward information to government agencies
- keep staff records up to date
- ensure the organisation complies with the law.

Skills and knowledge needed:

- basic accounting and payment systems
- the tax system
- employment law.

How to enter the job

There are no specific requirements to become a payroll officer, as skills are gained on the job.

Secondary education: NCEA Level 2 English, maths, accounting or computer studies is preferred.

Personal qualities needed:

- analytical
- accurate, with an eye for detail
- honest, reliable and able to keep information private
- organised
- able to work well under pressure
- good at record-keeping
- good at communicating.

Useful experience:

- cash-handling
- accounting work
- office or administrative work.

Related jobs: Accounts Officer, Human Resources Adviser.

Vocational pathways: Services industries.

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Personal Assistant

Summary

Personal assistants provide administrative, secretarial, and general support to senior managers. They may also be responsible for budgets and financial planning.

Pay:

Pay for personal assistants varies depending on their location, experience and level of responsibility.

- Personal assistants usually earn between \$48,000 and \$65,000 a year.
- Executive assistants who work with senior executives in large organisations usually earn \$50,000 to \$90,000.

Job opportunities: Chances of getting a job as a personal assistant are poor for those looking to enter the role, but good for those with experience.

Length of training: No specific training requirements.

About the job

What you will do:

- keep managers' diaries – including making their appointments and travel arrangements
- take messages, answer queries and screen telephone calls and visitors
- arrange meetings, conference calls, hui and conferences
- take minutes and dictation
- research, prepare and format emails, letters, reports, and other documents
- prepare monthly reports, budgets, financial data and presentations
- manage projects and/or junior staff.

Skills and knowledge needed:

- knowledge of their organisations and what other staff do
- good writing skills, including report writing skills
- knowledge of financial reporting and budgeting
- the ability to keep up to date with changes in office technology
- research skills
- staff and project management skills.

Kaiāwhina Whaiaro

How to enter the job

There are no specific requirements for becoming a personal assistant.

However, many workplaces provide training for personal assistants on topics such as staff management, working with financial data, or software packages.

Personal assistants may also:

- attend relevant courses at polytechnics or business management companies
- become members of the Association of Administrative Professionals NZ Inc (AAPNZ), which offers professional development opportunities.

Secondary education: There are no specific secondary requirements. However, the following subjects may be useful:

- English
- maths
- computing
- business studies.

Personal qualities needed:

- accurate
- diplomatic and discreet, with good judgement
- able to show initiative and work well under pressure
- able to relate to people from a range of cultures and at all levels of management
- good at planning, organisation and time management
- skilled in decision making and problem solving.

Useful experience:

- word processing and data-entry work
- reception work
- customer service work
- administration work.

Related jobs: Administration Officer, Receptionist, Contact Centre Worker, Secretary, Office Manager.

Vocational pathways: Services industries.

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Personal Trainer/Fitness Instructor

Summary

Personal trainers/fitness instructors help people to improve their general fitness or to train for special events through individual programmes or classes.

Pay:

Pay for personal trainers/fitness instructors varies depending on experience, their employer and what type of contract they are on.

- Group fitness instructors usually teach one or two classes a week in a gym and are paid \$30 to \$50 a class, and combine this with other full-time or part-time work.
- Fitness instructors working at an established fitness centre/gym usually earn up to \$17 an hour.
- Personal trainers working for an established fitness centre/gym usually earn between \$25 and \$35 an hour.
- Personal trainers who are self-employed, but rent space at a fitness centre/gym may charge \$50 to \$100 an hour, but have to pay their own expenses.

Job opportunities: The chances of getting a job as a personal trainer/fitness instructor are good due to increasing demand.

Length of training: No specific training requirements.

About the job

What you will do:

- assess clients' fitness and body types and design fitness programmes and goals for them
- explain and demonstrate exercises, weight training or class routines
- give advice on nutrition and preventing or recovering from injuries
- help with cleaning and reception duties at the gym.

Personal trainers may also:

- market and promote their services
- make bookings and keep accounts.

Skills and knowledge needed:

- skill in physical education, personal training and testing people's fitness
- an understanding of anatomy and physiology
- knowledge of first aid
- knowledge of how to correctly use gym equipment
- an understanding of how to prescribe and demonstrate safe and effective exercises
- knowledge of basic nutrition principles.

Personal trainers are often self-employed, so they need:

- sales and business administration skills
- the ability to develop and maintain their own client base.

Kaiwhakangungu Tinana/ Kaiwhakaako Whakapakari

P

How to enter the job

Although there are no specific requirements to become a personal trainer/fitness instructor, most employers require you to be registered with the Register of Exercise Professionals (REPs).

To gain registration, you need:

- a qualification approved by REP
- either a first aid or CPR certificate, depending where you will be working.

REPs provides a list of their approved training providers.

Fitness instruction certificates, diplomas and degrees are available from polytechnics, universities and private training establishments.

Fitness New Zealand provides more information on what's involved in becoming a personal trainer or fitness instructor.

Secondary education: A minimum of NCEA Level 2 biology, science and physical education is recommended.

Personal qualities needed:

- patient, friendly, supportive and professional
- able to lead and motivate others
- organised and adaptable
- good at problem solving
- good communicators.

Personal trainers also need to be able to sell themselves and their services to potential clients, and to build up and maintain a group of clients.

Useful experience:

- sports training or coaching
- dance and choreography tuition
- work in areas such as nutrition, physiotherapy or physical education
- customer service work.

Related jobs: Outdoor Recreation Guide/Instructor, Sports Coach/Official, Professional Sportsperson, Recreation Co-ordinator.

Vocational pathways: Services industries.

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Pest Control Technician

Summary

Pest control technicians manage pests such as insects and rodents in commercial, industrial and domestic buildings.

Pay:

- Trainee pest control technicians usually start on \$22 an hour.
- Experienced pest control technicians usually earn \$22 to \$34 an hour depending on qualifications and length of experience.

Job opportunities: Job opportunities for pest control technicians are average, with steady demand for their services.

Length of training: No specific training requirements.

About the job

What you will do:

- inspect buildings, industrial complexes, houses and businesses for any signs of pests or pest activity
- identify pests
- develop and apply pest control plans
- control and monitor pests through chemical and non-chemical methods such as pesticides, traps and hygiene advice
- give advice to land or building owners on pest control and prevention
- provide specialist services such as shooting pests, bird control, exotic ant control or fumigation of imported and exported goods
- provide specialist services and advice to industries such as food and dairy manufacturing, aviation, shipping and export/import services.

Skills and knowledge needed:

- knowledge of pests, including knowledge of methods for trapping, poisoning, controlling or removing pests
- understanding of insect and animal biology and habits
- understanding of safety rules and methods when using and handling pesticides and poisons
- knowledge of handling restricted poisons
- knowledge of relevant laws such as the Health and Safety Work Act, Hazardous Substances and New Organisms Acts and the Biosecurity Act.

Kaihanganarau Patu Orotā

How to enter the job

There are no specific entry requirements to become a pest control technician. However, you need to:

- hold a full and clean Class 1 driver's licence
- have achieved NCEA Level 2.

Most larger employers prefer you to have, or be prepared to work towards, a New Zealand Certificate in Pest Operations (Level 3) (Urban Pest Control). You must be working as a pest control technician to study this qualification.

Pest control technicians who handle restricted poisons will need to get an Approved Handler certificate.

Secondary education: Pest control technicians need to have achieved NCEA Level 2. Useful subjects include English, biology and chemistry.

Personal qualities needed:

- careful and accurate, especially when dealing with poisons
- good communicators with sound written and verbal communication skills
- computer literate
- hard working and methodical
- able to work well on their own
- able to work well with technology and machinery
- comfortable working around animal pests such as rats and mice, cockroaches, wasps and bees, spiders and feral animals.

Useful experience:

- farm work
- working with animals
- hunting
- work handling chemicals and/or poisons.

Related jobs: Biosecurity Officer, Environmental Health Officer, Ranger, Hunter/Trapper.

Vocational pathways: Services industries.

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Summary

Pet groomers care for and groom animals in salons, mobile grooming vans, pet shops or homes.

Pay:

Pay for pet groomers varies depending on their qualifications and experience:

- New pet groomers are likely to start on minimum wage.
- Experienced pet groomers can earn up to \$24 an hour (\$50,000 a year, assuming a 40-hour week).
- Pet groomers may also earn commission.

Self-employed pet groomers' income depends on the success of their business. They may branch out into pet boarding, pet day care and providing gourmet pet food.

Job opportunities: Chances of getting a job as a pet groomer are good for those with experience or comprehensive training.

Length of training: No specific training requirements.

About the job

What you will do:

- consult with clients about their requirements
- de-knot or pre-shave animals
- bathe, shampoo and dry animals
- trim and shave animals' fur into appropriate styles dye and fashion fur into novelty shapes and colours
- expel dogs' anal glands
- clean, inspect and maintain the salon and cages
- sell animal care products
- make records and carry out office work.

Pet groomers who run their own businesses may also do tasks such as marketing, staff management and keeping accounts.

Skills and knowledge needed:

- animal-handling skills
- animal-grooming skills
- knowledge of suitable cuts for each type of breed
- knowledge of animal diseases.

How to enter the job

There are no specific requirements to become a pet groomer, though most employers prefer you to have training and experience.

It is recommended that you complete your training through a master groomer (a groomer who knows the show dog standard of grooming) at an established institute such as Angels Grooming Academy in Auckland, which runs beginner and advanced courses.

Secondary education: There are no specific secondary education requirements to become a pet groomer. However, science subjects, computing and English are useful.

Personal qualities needed:

- practical
- aware of design and style
- able to pay attention to detail
- responsible and able to follow instructions
- good communicators as they may have to deal with demanding pet owners
- patient and calm.

Useful experience:

- any paid or volunteer work with animals.

Related jobs: Veterinary Nurse, Animal Care Attendant, Horse Trainer, Zookeeper, Dog Trainer.

Vocational pathways: Services industries.

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Pharmacist

Summary

Pharmacists prepare, mix and dispense prescribed medicines. They also give patients advice about their medication and medical conditions, and help ensure patients know how to take their medication properly.

Pay:

Pay for pharmacists varies depending on their experience and level of responsibility.

- Interns (pharmacy graduates who are completing their registration year) earn about \$35,000 a year.
- Fully qualified pharmacists usually earn about \$70,000.
- Charge pharmacists (who manage a pharmacy) usually earn between \$80,000 and \$90,000.
- Locums (pharmacists who temporarily work for full-time pharmacists when they are away) usually earn about \$40 an hour.

Job opportunities: Chances of getting a job as a pharmacist are good due to increasing demand for their services.

Length of training: 5 years of training required.

About the job

What you will do:

- prepare, mix, check and dispense medicines, and keep records
- provide information and advice on medicines, health issues and lifestyle choices
- supervise and check the work of other pharmacy staff
- offer services such as blood pressure, glucose or cholesterol testing
- give talks on pharmaceutical issues and promote careers in pharmacy
- design and implement policies and procedures and budgets for medicine use throughout a hospital
- design and carry out clinical trials.

Skills and knowledge needed:

- medicines and how they affect the human body
- laws that relate to pharmacy practices
- alternative health treatments and practices
- how to mix medicines accurately.

Community pharmacists need to have business skills for the day-to-day running of a pharmacy.

Taka Rongoā

How to enter the job

To become a pharmacist you need to:

- have a Bachelor of Pharmacy from the University of Auckland or University of Otago
- complete an internship of one year working in a hospital or community pharmacy
- register with the Pharmacy Council of New Zealand
- have an Annual Practising Certificate, which requires ongoing training.

Secondary education: A tertiary entrance qualification is needed to enter tertiary training. A combination of NCEA Level 3 chemistry, physics, biology and maths is preferred. Check each university's entry requirements as they differ slightly.

Personal qualities needed:

- honest and efficient
- responsible and careful, particularly when dealing with any dangerous drugs they may have on the premises
- able to work within a professional code of ethics and keep information private
- accurate, organised and observant, with an eye for detail
- friendly, patient and helpful, with communication and listening skills
- good researchers
- able to manage and train staff
- good at maths, and have record-keeping skills.

Pharmacists also need to have an understanding and awareness of a variety of cultures.

Useful experience:

- pharmacy technician and pharmacy assistant work
- any customer service experience
- any work in the health industry.

Related jobs: Chemist, Pharmacy Technician, Dispensing Optician.

Vocational pathways: Social and community services, Services industries.

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Summary

Pharmacy technicians help pharmacists to prepare and give out medicines.

Pay:

Pay for pharmacy technicians varies depending on their experience and employer.

For those working for district health boards:

- Trainees usually earn from around \$35,000 and \$40,000 a year.
- Qualified pharmacy technicians usually earn between \$40,000 and \$52,000.
- Hospital pharmacy technicians who take on additional responsibilities may earn up to \$54,000.

Job opportunities: Chances of getting a job as a pharmacy technician are good due to a shortage of workers.

Length of training: 2-3 years of training required.

About the job

What you will do:

- receive prescriptions
- prepare and mix medicines under the supervision of pharmacists
- pack and label medicines
- issue, deliver and keep records of completed prescriptions
- maintain stock levels
- help in the day-to-day running of the pharmacy
- organise and repack bulk supplies into smaller containers for hospital wards and departments
- deliver medicines to hospital wards.

Skills and knowledge needed:

- knowledge of medicines and the laws controlling their distribution
- knowledge of hazardous substances and how to handle them
- knowledge of first aid
- an understanding of the human body and how it is affected by different medicines.

How to enter the job

To become a pharmacy technician and do basic dispensary work you need at least a New Zealand Certificate in Pharmacy (Technician) – Level 4.

To become fully qualified you need to achieve the Level 5 certificate. You can qualify in one of three ways:

- distance study through the Open Polytechnic of New Zealand, while you undertake paid work of at least 20 hours a week in a community or hospital pharmacy
- full-time study for two years at Academy New Zealand (North Shore and Christchurch campuses) to qualify with a New Zealand Certificate in Pharmacy (Technician) – Level 5 – Community Strand
- full-time study for 70 weeks at Kauri Academy to qualify with a New Zealand Certificate in Pharmacy (Pharmacy Technician).

You also need to hold a current first aid certificate.

Secondary education: A minimum of NCEA Level 2 English and maths are needed to enter further training.

Personal qualities needed:

- good communicators, friendly, patient and helpful
- organised, responsible and careful, particularly when dealing with dangerous drugs on the premises
- able to work within a professional code of ethics and keep information private
- accurate and observant, with an eye for detail
- good at maths.

Useful experience:

- work as a pharmacy assistant, or other health or laboratory work.

Related jobs: Pharmacist, Dispensing Optician, Medical Laboratory Technician.

Vocational pathways: Services industries, Social and community services.

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Phlebotomist

Summary

Phlebotomists collect blood and/or other body samples from patients for laboratory testing or for blood banks.

Pay:

Pay for phlebotomists varies depending on where they work, their experience, and the shifts they work.

- Trainees may earn between \$31,000 and \$43,000 a year.
- Qualified donor technicians for the New Zealand Blood Service start on \$41,000 and progress to about \$45,000.
- Qualified phlebotomists start on about \$40,000, and progress to about \$52,000.

Job opportunities: Chances of getting a job as a trainee phlebotomist are average, but better for those able to work in the larger cities.

Length of training: 2 years of training usually required.

About the job

What you will do:

- enter patient data into computer
- reassure patients and blood donors and check their personal details and referrals from doctors
- take blood and other samples including skin and nails, and throat or wound swabs
- look after patients if they have an adverse reaction
- label samples
- travel to collect samples from patients in hospitals, rest homes or private homes
- test for allergies
- maintain machinery and order supplies
- publicise blood donation and drive staff and equipment to mobile collections, or drive a blood bank collection vehicle
- provide frontline customer service.

Skills and knowledge needed:

- knowledge of the anatomy of the arm, and blood-taking techniques
- the ability to take a variety of other bodily samples
- knowledge of health and safety requirements, and hygiene
- skills in reassuring patients and donors.

Kaitiki Toto

How to enter the job

You can become a qualified phlebotomist by training on the job, or through a combination of studying and training on the job.

If you train on the job you need to:

- work as a trainee phlebotomist in an approved laboratory for two years
- gain the Qualified Medical Laboratory Technician (QMLT) certificate
- be registered with the Medical Sciences Council of New Zealand.

If you study for a degree you need to:

- complete a degree approved by the Medical Sciences Council, such as a Bachelor of Science majoring in biology, anatomy or biochemistry
- work for one year in a medical laboratory
- be registered with the Medical Sciences Council of New Zealand.

To become a qualified donor technician for the New Zealand Blood Service, you need to:

- take in-house training
- work for the service for two years
- pass the Qualified Donor Technician (QDT) certificate.

Secondary education: Useful secondary subjects include English, science subjects and maths.

Personal qualities needed:

- responsible
- tolerant, patient and gentle
- able to inspire confidence in patients and put them at ease
- practical, and able to pay attention to detail
- able to follow procedures and instructions
- organised, with basic computer skills
- good communicators with good listening skills.

They should not be squeamish, as their work involves body samples. They also need the ability to deal sensitively with a wide range of people.

Useful experience:

- customer service work
- work in laboratories, particularly in the specimen reception area
- training and working as a nurse or nurse aide
- work in hospitals (particularly medical laboratories).

Related jobs: Medical Laboratory Scientist, Medical Laboratory Technician.

Vocational pathways: Social and community services.

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Summary

Photographers take photographs of people, places, products or events.

Pay:

Most photographers are self-employed, so their income depends on the success of their businesses, as well as how many hours they work.

- According to Census data, the average yearly income for photographers in 2013 was \$40,700.

Job opportunities: Chances of getting a job are average for new photographers, but good for those with experience.

Length of training: No specific training requirements.

About the job

What you will do:

- work out ideas for photo shoots – either your own ideas or specific ideas from clients
- arrange cameras, lights, locations, props and models for shoots
- use digital camera and lighting equipment
- digitally process and edit photos for print or web
- design albums or books for clients
- manage and market your own businesses
- plan, produce and edit video footage.

Skills and knowledge needed:

- cameras, flashes, lenses and computers
- how to control light and achieve different photographic effects
- how to process digital images and use software such as Photoshop and Lightroom
- latest photographic methods, equipment and trends.

Self-employed photographers also need small business and marketing skills, along with an understanding of relevant legislation such as copyright and consumer law.

How to enter the job

There are no specific entry requirements to become a photographer.

However, a portfolio of work is essential and a relevant tertiary qualification, such as a Bachelor of Fine Arts, is strongly recommended.

Some new photographers gain skills and experience by assisting a professional photographer.

Secondary education: There are no specific secondary education requirements to become a photographer, but useful subjects include art, computer studies, graphic design, maths and English.

A tertiary entrance qualification is usually required to enter further training. However, you may be able to get special entry into a programme without the usual qualifications if you have a portfolio showing the quality of your photographic work.

Personal qualities needed:

- patient and organised
- able to work well under pressure
- accurate, with an eye for detail
- confident and motivated
- creative and artistic
- practical and technically skilled
- good communicators and able to make people feel relaxed and at ease
- good at solving problems.

Useful experience:

- amateur photography
- art experience
- experience with photography editing software.

Related jobs: Artist, Photographic Developer/Printer, Journalist, Graphic Designer, Screen Printer.

Vocational pathways: Creative industries.

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Summary

Photographic developers/printers develop photographic film, make prints by hand or by operating processing machines, and serve customers.

Pay:

Pay for photographic developers/printers varies depending on experience.

- Trainee photographic developers/printers earn minimum wage.
- Experienced photographic developers/printers usually earn \$17 to \$20 an hour.
- A few very experienced photographic developers/printers may be paid up to \$25 an hour.

Job opportunities: Chances of getting a job as a photographic developer/printer are poor due to decreasing demand for their services.

Length of training: No specific training requirements.

About the job

What you will do:

- mix the chemicals used to process and print film
- maintain and operate the equipment used to process and print photos
- enlarge or reduce photographs, and make any other changes needed
- inspect and sort completed work
- trim and package printed photos.

In addition, photographic developers/printers may serve customers by:

- giving advice on photographic techniques
- advising on digital camera images and printing
- helping choose items such as cameras and lenses
- helping solve problems such as how to extract film that is caught in a camera
- taking passport and identification photographs.

Skills and knowledge needed:

- knowledge of photography, including different types of photographic techniques
- knowledge of photographic production processes and materials
- ability to develop film and use photographic chemicals
- technical skills for using new methods and technology in photographic processing.

How to enter the job

There are no specific entry requirements to become a photographic developer/printer. However, most employers look for workers who have an interest in, and basic knowledge of, photography.

Skills are learned on the job, but they may also do company training courses to learn about:

- colour theory
- maintenance of photographic processing machines
- new photo-processing software
- sales and marketing.

Secondary education: NCEA Level 1 maths and science or NCEA Level 2 English, maths and chemistry is recommended.

Personal qualities needed:

- accurate and observant, with an eye for detail and colour
- good at customer service and making sales
- good at communicating
- able to work well under pressure
- able to work well in a team
- able to follow instructions
- good at basic maths and money-handling.

Useful experience:

- courses in photography
- work as a photographer or photographic assistant
- work in a camera shop
- sales work
- computer experience such as using photo-editing software.

Related jobs: Retail Sales Assistant, Graphic Pre-Press Worker, Photographer, Printer.

Vocational pathways: Services industries.

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Summary

Physicians are medical specialists who provide non-surgical treatment and advice to patients referred to them by other doctors.

Pay:

Pay varies for physicians and for registrars (those in training), depending on seniority, hours, location and frequency of on-call or emergency cover.

- Registrars working for a district health board (DHB) usually earn between \$70,000 and \$175,000 a year.
- Qualified physicians working for a DHB usually earn between \$151,000 and \$212,000.
- Physicians working in the private sector can earn more than this. Those at the top level may earn up to \$600,000.

Job opportunities: Chances of getting a job as a physician are good due to a shortage of workers.

Length of training: 14 years of training required.

About the job

What you will do:

- examine patients and investigate and identify complex medical problems, such as those involving multiple organs and systems
- consult with other medical professionals about patient care and treatment
- advise on medical treatment and discuss this with patients or their caregivers
- provide medical treatment, check patients' progress and provide follow-up care
- keep medical records and send final reports to general practitioners
- care for emergency referral patients, such as patients with critical illnesses
- teach medical students and trainee physicians
- carry out research.

Skills and knowledge needed:

- knowledge of anatomy and how the human body works
- knowledge of different diseases and illnesses
- knowledge of medicines and treatments
- diagnostic skills
- up-to-date knowledge of research, treatments and practices
- knowledge of medical ethics and law.

Physicians also need skills and knowledge specific to their area of specialisation. For instance, cardiologists need skills and knowledge related to treating diseases of the heart.

How to enter the job

To become a physician you need to:

- complete the Health Sciences First Year programme at University of Otago, or the first year of either the Bachelor of Health Sciences or Bachelor of Science in Biomedical Science at Auckland University
- complete a five-year Bachelor of Medicine and Bachelor of Surgery (MBChB) degree at Otago or Auckland
- work for two years as a house officer (supervised junior doctor) in a hospital
- complete another six years of specialist training and examinations to become a Fellow of the Royal Australasian College of Physicians.

You also need to be registered with the Medical Council of New Zealand.

Secondary education: NCEA Level 3 is required to enter tertiary training. Useful subjects include maths with calculus and/or statistics, chemistry, physics, biology and English.

Personal qualities needed:

- motivated and disciplined
- able to work well under pressure
- able to make good decisions, and solve problems
- good at time management
- excellent at analysis and interpretation
- good at report writing
- good at communicating and inspiring confidence in others
- understanding of other cultures' attitudes to medical treatment.

Useful experience:

- work in hospitals or other health-related work, such as in a clinic
- work involving caring for people.

Related jobs: Anaesthetist, Surgeon, General Practitioner, Gynaecologist/Obstetrician, Diagnostic Radiologist.

Vocational pathways: Social and community services.

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Physiotherapist

Summary

Physiotherapists work to maintain and promote people's health. They also help restore function and independence when people have a disability or problem caused by physical, neurological (related to the brain and nervous system) or other disorders. Their work covers all ages from small premature babies to the elderly.

Pay:

Pay for physiotherapists at district health boards (DHBs) varies depending on their experience, duties and employer.

- New physiotherapists earn about \$46,000 a year.
- Physiotherapists can progress in yearly steps to about \$66,000 a year.
- With extra duties and responsibilities, physiotherapists can earn from \$69,000 to \$95,000 a year.

Job opportunities: Chances of getting a job as a physiotherapist are good due to a strong demand for their services.

Length of training: 4 years of training required.

About the job

What you will do:

- assess and diagnose patients' injuries or functional problems and decide on treatment
- use a range of treatments to reduce pain and improve movement
- plan exercises for patients to improve their strength and fitness
- keep records of patients' progress
- educate people on how to prevent further injury
- help rehabilitate people who have suffered from strokes and accidents
- educate caregivers and family about the patient's physiotherapy programme.

Skills and knowledge needed:

- knowledge of physiotherapy methods and equipment
- a detailed knowledge of the biomedical sciences, including anatomy, physiology and pathology
- an understanding of movement, injuries and disabilities and the aging process
- skill in performing mobilisation, exercise, movement retraining, manipulation and massage techniques
- general knowledge of any medical conditions that may affect the treatment given.

Kairomiromi

How to enter the job

To become a physiotherapist you need:

- a Bachelor's degree in physiotherapy
- to be registered with the Physiotherapy Board of New Zealand
- a current Annual Practising Certificate.

Physiotherapist degrees are available from two universities.

- Bachelor of Health Science majoring in physiotherapy (BHSc) from Auckland University of Technology
- Bachelor of Physiotherapy (BPhty) from the University of Otago.

Both courses take four years and consist of a first year studying common health science and three years' studying physiotherapy. Course places are limited and admission is largely based on academic achievement.

Secondary education: NCEA Level 3 is required to enter tertiary training. Useful subjects include English, biology, chemistry and physics.

Personal qualities needed:

- supportive and positive
- able to gain people's trust
- good listeners
- understanding of other cultures
- good at planning and organising
- excellent communicators with the ability to work as part of a team.

Useful experience:

- working as a nurse aide or physiotherapy assistant
- occupational health nursing
- counselling experience
- other work in the health sector.

Related jobs: Acupuncturist, Registered Nurse, Chiropractor, Health and Safety Adviser, Massage Therapist, Occupational Therapist, Osteopath.

Vocational pathways: Social and community services.

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Summary

Picture framers cut and assemble frames to enclose paintings, photographs, tapestries, prints, certificates and other objects.

Pay:

Pay for picture framers varies depending on experience and whether they run their own business.

- Unqualified picture framers usually start on minimum wage and can earn up to \$21 an hour.
- Depending on the type of framing and their qualification, qualified picture framers usually earn between \$23 and \$25 an hour.
- Pay for picture framers who own and run their own business will vary depending on the size and success of their business.

Job opportunities: Chances are poor for getting entry-level work as a picture framer, but average for qualified and specialised framers.

Length of training: No specific training requirements.

About the job

What you will do:

- advise customers on which frames and matt boards (coloured borders) will suit their item
- measure items to be framed, and the parts needed for the frame
- cut matt board, backing board, glass, frames and other materials
- join pieces of frame together and assemble all the parts to frame the item
- repair existing frames
- buy and sell framed art and framing materials.

Skills and knowledge needed:

- knowledge of colour and design
- knowledge of different types of materials and frames
- knowledge of framing and repairing techniques
- knowledge of preservation and conservation materials and techniques
- carpentry skills for joining and repairing frames.

Those running their own business need business management skills.

How to enter the job

There are no specific entry requirements to become a picture framer as most training is completed on the job. Beginners' courses in picture framing or general art and craft courses may be a useful starting point for becoming a picture framer.

Professional qualifications in picture framing can be gained by sitting:

- the Fine Art Trade Guild (UK) Commended Framer exam
- the Professional Picture Framers Association (USA) Certified Picture Framer exam.

Both these qualifications are recognised internationally.

Certified Picture Framers (CPF) usually earn more than Guild Commended Framers (GCF).

Secondary education: There are no specific secondary education requirements for this job, but NCEA Level 1 English, maths and art are useful.

Personal qualities needed:

- accurate, careful and practical
- creative, with an eye for colour and detail
- able to make basic calculations and take measurements
- organised, responsible and able to follow instructions
- friendly, patient and helpful, with good communication and customer service skills.

Useful experience:

- carpentry work
- design work
- work involving tools or machinery
- courses in design, arts and crafts
- experience using canvas, such as painting, needlework or tapestry
- customer service experience.

Related jobs: Retail Manager, Artist, Carpenter, Conservator, Photographer.

Vocational pathways: Manufacturing and technology, Services industries.

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Plasterer

Summary

Plasterers apply plaster or other materials to buildings. They usually specialise in either interior or exterior plastering.

Pay:

Pay for plasterers varies depending on their employer, location and experience.

- Apprentice plasterers may start on minimum training wage or minimum wage. Their rate will go up as they gain experience and unit standards.
- Inexperienced plasterers without a qualification may start on minimum wage or a little more.
- After a year or two, plasterers usually earn between \$18 and \$22 an hour.
- Experienced plasterers may earn between \$22 and \$27 an hour.
- Income for plasterers who run their own business varies depending on the success and size of their business.

Job opportunities: Chances of getting a job as a plasterer are good, particularly in Auckland and Christchurch.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- advise clients on suitable products for their projects and prepare quotes for work
- erect scaffolding (if it is less than five metres high)
- clean and prepare surfaces for plastering
- mix and apply plaster to surfaces
- sand surfaces ready for painting
- run their own business.

Skills and knowledge needed:

- plastering materials, compounds and equipment
- plastering methods, such as how to prepare a surface and apply plaster
- how to apply different flashing and cladding systems
- health and safety regulations.

Plasterers running their own business need small business skills.

Kaiwhakapiri Uhi

How to enter the job

There are no specific entry requirements for becoming a plasterer. However, many employers prefer to employ plasterers who are working towards, or have, a qualification.

The Building and Construction Industry Training Organisation (BCITO) oversees plasterer apprenticeships. Plasterers usually specialise in exterior (solid) or interior (fibrous) plastering.

Secondary education: There are no specific secondary education requirements to become a plasterer. However, NCEA Level 2 maths, English and workshop technology are useful.

Year 11 and 12 students can learn more about the construction industry, and gain relevant skills, by doing National Certificates in Building, Construction and Allied Trades (Levels 1 and 2) through the BConstructive programme.

For Year 11 to 13 students, the Gateway programme is a good way to gain industry experience.

Personal qualities needed:

- careful, methodical and accurate, with an eye for detail
- able to follow instructions
- good problem-solving skills.

Useful experience:

- any work in building or construction, especially as a plasterer's assistant.

Related jobs: Bricklayer, Painter and Decorator, Stonemason, Building Insulator.

Vocational pathways: Construction and infrastructure.

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Summary

Plastics technicians set up, adjust, repair and troubleshoot machines that manufacture plastic products.

Pay:

Pay for plastics technicians varies depending on their experience:

- Apprentices usually start on between the minimum training wage and the minimum wage.
- After four years in the role, plastics technicians usually earn about \$23 an hour.
- Experienced plastics technicians with four or more years' experience can earn up to \$34 an hour.

Job opportunities: Chances of getting work as a plastics technician are good due to the strong plastics manufacturing industry.

Length of training: 3 years of training usually required.

About the job

What you will do:

- run trials and develop procedures for all areas of plastics production, and how many products should be produced each hour
- operate machines, including setting and recording machine conditions
- monitor and analyse the product output to ensure efficiency
- fix or change machines or parts
- design and make equipment
- train other staff and write operating manuals and problem-solving flowcharts.

Skills and knowledge needed:

- knowledge of plastic materials and processes, such as how plastics react to different heats and pressures
- knowledge of general science and mechanical engineering
- skill in diagnosing problems with plastics production.

How to enter the job

There are no specific entry requirements to become a plastics technician. However, employers usually only take on qualified or experienced workers.

To become a qualified plastics technician, you need to complete an apprenticeship and gain a Level 4 National Certificate in Plastics Processing Technology (Technical) through Competenz.

Secondary education: Most employers prefer you to have NCEA Level 1 English, maths and science.

Personal qualities needed:

- able to think laterally and solve problems
- patient and logical
- accurate, with an eye for detail.

Useful experience:

- work with machinery
- mechanical engineering
- any work that involves production processes.

Related jobs: Plastics Worker.

Vocational pathways: Manufacturing and technology.

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Plastics Worker

Summary

Plastics workers operate the machinery that makes and repairs plastic, composite and rubber products.

Pay:

- Apprentices usually start on the minimum wage or the minimum apprentice wage.
- Unskilled people starting in the role usually earn minimum wage or a little more.
- After three or four years in the role, plastics workers usually earn between \$18 and \$23 an hour, depending on the skills they have picked up and whether they have completed any qualifications.

Job opportunities: Job opportunities for plastics workers are average due to plastics manufacturing picking up after the recession but a small number of openings for inexperienced people.

Length of training: No specific training requirements.

About the job

What you will do:

- build full-size models and create moulds
- apply materials such as resins or fiberglass to moulds
- fit moulds into machines, and remove them when a production run has finished
- separate, trim and shape the final products
- maintain and repair moulds
- fix basic mechanical and process problems
- conduct quality control tests and check products for defects
- pack, label and weigh products.

Skills and knowledge needed:

- knowledge of how to work safely with engineering tools and machinery
- understanding of the processes used to make products, and the ability to diagnose production problems
- knowledge of different chemicals, compounds and metals
- knowledge of the heats and speeds needed for mechanical tasks such as welding
- understanding of product standards and safety regulations.

Kaimahi Kirihou

How to enter the job

There are no specific requirements to become a plastics worker as most skills are gained on the job.

Some plastics workers begin as apprentices and work towards a National Certificate in Plastics Processing Technology or a National Certificate in Plastics Processing (Production).

Secondary education: Three years of secondary education is recommended, and NCEA Level 1 may be required by some employers. Useful subjects include maths, English, science and technology subjects.

Personal qualities needed:

- skilled in interpreting plans and drawings
- good at problem solving
- accurate and methodical
- able to follow instructions
- able to work independently and in a team
- responsible and safety-conscious.

Useful experience:

- work with basic engineering equipment such as welders, lathes and power tools
- any work in the plastics, rubber or composites industry
- work as a mechanic
- other creative or hands-on trade work
- work in other factory jobs, particularly shift work.

Related jobs: Product Assembler, Chemical Production Operator, Plastics Technician.

Vocational pathways: Manufacturing and technology.

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Summary

Plumbers, gasfitters and drainlayers assemble, install and repair pipes, drains and fixtures and fittings that supply water and gas or remove waste.

Pay:

Plumbers, gasfitters and drainlayers' pay rates largely depend on their experience.

- Apprentice/trainee plumbers, gasfitters and drainlayers may start on the minimum training wage or the minimum wage. Their wages increase as they progress through their apprenticeship, gain skills and unit standards, and take on more responsibility.
- Newly licensed plumbers, gasfitters and drainlayers usually start on about \$25 an hour.
- Licensed and experienced plumbers, gasfitters and drainlayers usually earn between \$28 and \$38 an hour.
- Drainlayers typically earn a little less than plumbers and gasfitters.

Job opportunities: Chances of getting a job as a plumber, gasfitter and/or drainlayer are good due to high demand.

Length of training: 2-4 years of training required.

About the job

What you will do:

- measure, cut and shape pipes
- install, join and seal pipes and fittings
- install and maintain hot water and heating systems such as hot water tanks, gas heaters and heat pumps
- lay or repair drains, and get consents from local councils
- install and repair roofing pipes and spouting
- replace or repair damaged or blocked water, sewerage and gas pipes
- install fixtures such as gas stoves, toilets, basins, septic tanks and air-conditioning systems
- run their own business.

Skills and knowledge needed:

- knowledge of plumbing and drainage materials and methods
- skill in interpreting designs, plans and instructions
- knowledge of building and safety regulations
- knowledge of the Building Code in relation to plumbing, gasfitting and drainage
- soldering and welding skills
- some knowledge of electrical systems.

Plumbers, gasfitters and drainlayers who are self-employed also need business skills.

How to enter the job

To become a plumber, gasfitter or drainlayer, you need to:

- complete an apprenticeship and gain National Certificates (Level 4) in plumbing and/or gasfitting (this usually takes four years) and/or drainlaying (two years).
- be registered with the Plumbers, Gasfitters and Drainlayers Board.

ATT and Masterlink employ, train and place apprentices.

A driver's licence is also useful.

Secondary education: NCEA Level 2 in English, maths, science, technical drawing and workshop technology is useful.

For Year 11 to 13 students, Gateway offers a plumbing programme that can be done while still at school.

Year 11 and 12 students can learn more about the construction industry and gain relevant skills by doing a National Certificate in Building, Construction and Allied Trades (Levels 1 and 2) through the BConstructive programme.

These programmes may help you gain an apprenticeship, but do not reduce the amount of time it takes to complete it.

Personal qualities needed:

- patient and accurate, with an eye for detail
- safety-conscious
- skilled in using and caring for equipment
- good communicators
- organised, able to follow instructions and skilled at problem-solving
- able to work independently or in a team.

Useful experience:

- work as a drainlayer's assistant
- work in the building or heating and ventilation industries
- welding and sheet metal work
- work as a boiler maker.

Related jobs: Fabrication Engineer, Mechanical Engineer, Refrigeration/Air-conditioning Technician, Roofer.

Vocational pathways: Construction and infrastructure.

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Podiatrist

Summary

Podiatrists diagnose, treat and prevent foot and lower limb problems. Their work includes routine foot care, the care of lower limbs for people with diseases such as diabetes, the diagnosis and treatment of sports-related injuries, nail and skin surgery, and biomechanical assessment.

Pay:

Pay for podiatrists employed by district health boards varies depending on experience and level of responsibility.

- Podiatrist graduates start on about \$46,000 a year.
- They can progress in yearly steps to \$65,000.
- Those with extra clinical or managerial responsibilities may earn \$69,000 to \$95,000.

Podiatrists in private practice may earn similar amounts or more, depending on the success of the business.

Job opportunities: Although permanent positions working for an established employer can be hard to come by, there are good opportunities for podiatrists to get work on contract or by setting up their own business.

Length of training: 3 years of training required.

About the job

What you will do:

- treat foot problems, sports injuries and walking or running disorders
- treat gait (walking) abnormalities in children
- prescribe and arrange the making of orthotics (inner soles) to correct foot problems
- advise patients about foot health, prevention and treatment of problems, and choice of shoes
- perform foot surgery such as wart removal or toe realignment.

Podiatrists who run their own practices also have to do bookings, accounts, advertising and stock reordering.

Skills and knowledge needed:

- the structure and function of the skeleton and its muscular system
- medical conditions that influence mobility
- various medicines and how they affect the body
- different x-ray and magnetic resonance imaging (MRI) techniques
- how to sculpt orthotics (inner soles)
- how to carry out minor surgical operations.

Podiatrists who run their own businesses also need business skills.

Rata Waewae

How to enter the job

To become a podiatrist you need a Bachelor of Health Science majoring in podiatry from Auckland University of Technology (AUT), or an overseas qualification recognised by the Podiatrists Board of New Zealand.

You also need to be registered with the Podiatrists Board of New Zealand and have a current Annual Practising Certificate.

The Vulnerable Children Act 2014 means that if you have certain serious convictions, you can't be employed in a role where you are responsible for, or work alone with, children.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful subjects include biology, chemistry, physical education and English.

Personal qualities needed:

- patient, friendly and helpful
- practical and accurate, with an eye for detail
- efficient and able to work well independently
- good listeners and communicators
- good at time management.

Useful experience:

- work caring for people, such as nursing
- experience in shoe manufacturing or sports industries.

Related jobs: Chiropractor, Dentist, General Practitioner, Massage Therapist, Optometrist, Osteopath, Physiotherapist.

Vocational pathways: Social and community services.

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Summary

Police officers keep law and order in the community. They work to prevent and solve crime, keep the peace, and respond to criminal activities and emergencies.

Pay:

Pay for police officers varies depending on their skills and experience.

- During the 16-week training, police officer recruits earn \$1,413 a fortnight (including \$106 a fortnight for superannuation).
- New graduates start on \$53,921 (total package about \$60,353, which includes benefits such as superannuation and payment for passing their Physical Competency Test).
- After four years' service, police officers earn about \$58,843 (total package about \$65,777, which includes benefits such as superannuation and life insurance).
- After 10 years, this increases to about \$72,500 (includes benefits such as superannuation and life insurance).
- Pay also depends on a police officer's progression through the ranks.

Job opportunities: Chances of getting a job as a police officer are average, as the selection process is competitive and there are only limited jobs.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- patrol selected areas on foot or by car
- help people in a wide range of emergencies
- investigate crimes, domestic disturbances, serious crashes and sudden deaths
- interview people and take statements
- search for and arrest suspected criminals
- write reports
- give evidence in court
- direct traffic and help drivers
- give talks at schools.

Skills and knowledge needed:

- knowledge of police policy and procedures
- knowledge of the laws relating to police and traffic work
- knowledge of how the court system works
- knowledge of community support services
- skills in observing human behaviour
- skills in interviewing, conflict resolution and negotiation.

How to enter the job

To become a police officer you need to complete the police training course, which involves:

- 16 weeks of training at the Royal New Zealand Police College in Porirua
- two years of supervised frontline police work, during which you undertake a series of workplace assessments
- a compulsory university distance learning course.

To enter police training you must:

- be a New Zealand citizen or have permanent residency status, and be living in New Zealand permanently
- pass psychological, numerical, verbal and abstract reasoning assessments
- pass physical fitness and eyesight tests
- be at least 18 years old and hold a full driver's licence when you graduate from police college
- attend an interview
- notify police of any convictions. Some convictions, such as for drink driving, violence, drugs and dishonesty offences, will see your application automatically rejected.

Police officers are also required to maintain skills and qualifications, including first aid and firearms training, and pass a physical competency fitness test every two years.

Secondary education: NCEA Level 2 English and maths may be useful, as the police entrance exams test to this level.

Personal qualities needed:

- good at listening and communicating
- able to relate to a wide range of people and cultures
- mature and responsible, and able to keep information private
- good at making decisions
- patient, helpful and calm in emergencies
- good at record-keeping, and able to prepare written and verbal reports
- able to work as part of a team.

Useful experience:

- experience in dealing with people or being part of a team
- working with people from a diverse range of communities, ethnicities and backgrounds and/or having an understanding of different languages and cultures
- involvement in community-based activities and programmes such as coaching sports, mentoring young people, volunteering and fundraising.

Related jobs: Corrections Officer, Customs Officer, Fishery Officer, Probation Officer.

Vocational pathways: Social and community services.

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Policy Analyst

Summary

Policy analysts gather and analyse information to assist in the planning, development, interpretation and review of government or industrial policies.

Pay:

Pay for policy analysts varies depending on experience, responsibility and the organisation they work for.

- New graduates start on \$47,000 to \$57,000 a year.
- After two years' experience policy analysts can earn up to \$77,000.
- Policy analysts working in senior positions as principal advisers may earn up to \$170,000.
- Policy analysts tend to earn more if they work in an economic or financial role and have the appropriate qualifications. The average yearly pay for policy analysts working in the public sector in 2015 was about \$94,000.
- Policy analysts working in the private sector usually earn a higher salary than their equivalents in the public sector, particularly if they work in an economic or financial role and have the appropriate qualifications.

Job opportunities: Chances of getting a job as a policy analyst are good due to high turnover.

Length of training: More than 3 years of training usually required.

About the job

What you will do:

- identify issues (such as ethical, legal or political problems) to research and analyse
- interpret and review existing policies
- consult with interested parties
- evaluate options and make recommendations for new policies to senior management and government
- provide advice and recommendations
- prepare speeches, correspondence and Cabinet papers for ministers
- write and present reports.

Skills and knowledge needed:

- knowledge of political, economic, social and cultural aspects of New Zealand life
- an understanding of how parliament operates and government policy is developed
- knowledge of legislative processes and the Treaty of Waitangi
- knowledge of research methods
- skill in analysing and interpreting information
- report writing, planning, problem solving and time management skills.

Kaitātari Kaupapa

How to enter the job

There are no specific entry requirements to become a policy analyst. However, you usually require a degree in one of the following areas:

- social science
- history
- arts
- economics
- resource management
- law.

Employers often prefer candidates to have completed a postgraduate qualification.

Secondary education: A tertiary entrance qualification is required to enter further training. NCEA Level 3 English, maths with statistics, economics, geography and history are useful.

Personal qualities needed:

- perceptive and inquisitive
- able to work well in a team
- motivated, enquiring and patient
- able to work well under pressure, as they need to meet deadlines.

Useful experience:

- building and maintaining relationships with clients
- research and interpreting statistics
- community work
- work in a government agency.

Related jobs: Elected Government Representative, Foreign Policy Officer, Economist.

Vocational pathways: Social and community services.

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Summary

Primary school teachers teach children between the ages of five and 13 at primary or intermediate schools.

Pay:

Pay for primary school teachers varies depending on qualifications and experience.

- With a three-year Bachelor of Education (Teaching) or equivalent, or an Advanced Diploma of Teaching, you start on about \$46,000 a year. You can reach a maximum of about \$68,000 after seven years.
- With a bachelor's degree and teaching qualification (total of four years' tertiary study), you start on about \$47,000, and can reach a maximum of \$72,000 after seven years.
- Primary school principals earn \$78,000 to \$148,000.
- Primary school teachers in hard-to-staff schools may earn an extra \$3,500 in their third, fourth and fifth years under the Government's Voluntary Bonding Scheme.
- Teachers with management roles, such as syndicate leader (leading teachers of a year group), or extra responsibilities, may be paid an extra \$4,000 a year.

Job opportunities: Chances of getting work as a primary school teacher are average for new graduates due to competition for vacancies, but good for Māori language speakers and for those who choose to teach in hard-to-staff schools.

Length of training: 3-4 years of training required.

About the job

What you will do:

- plan and prepare lessons and activities for the year, based on children's needs and the curriculum
- teach English, maths, science, technology, arts and social studies
- keep up to date with curriculum changes and assessment methods
- assess and record learning and development of each child
- help to develop children's social skills and behaviours
- meet with parents, whānau and caregivers
- lead a curriculum area within the school
- get involved in extracurricular activities such as sports.

Skills and knowledge needed:

- different teaching methods and learning styles
- the New Zealand school curriculum
- how to plan units and lessons, and evaluate students
- child development, including learning difficulties
- behaviour management techniques
- school policies, including emergency procedures.

How to enter the job

To become a primary school teacher you need to have one of the following:

- a three-year Bachelor of Education (Teaching)
- a Bachelor's degree and a one-year Graduate Diploma of Teaching.

Alternatively, you can complete a four-year conjoint degree, such as a BA/BTeach or BSc/BTeach, which combines study in teaching subjects with teacher training.

This conjoint degree means you can teach both primary and secondary students. You also need to be registered with the New Zealand Teachers Council and have a Current Practising Certificate, renewable every three years.

The Vulnerable Children Act 2014 means that if you have certain serious convictions, you can't be employed in a role where you are responsible for, or work alone with, children.

You may be eligible for a teaching scholarship if you can speak Māori, as the Government wants to encourage more teachers into bilingual or Māori immersion classes and schools.

Secondary education: Most teacher education providers require applicants to have a tertiary entrance qualification.

Personal qualities needed:

- skilled at communicating with students and adults from a range of cultures and backgrounds
- organised and good at solving problems
- friendly, supportive, and good at listening
- positive, enthusiastic and able to motivate children
- creative, adaptable and resourceful.

Useful experience:

- child counselling
- work with people with disabilities
- school holiday programme work
- childcare work
- working with children through groups such as Brownies and Scouts
- coaching sports teams.

Related jobs: Early Childhood Teacher, Kaiwhakaako Māori, Secondary School Teacher.

Vocational pathways: Social and community services.

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Print Finisher

Summary

Print finishers bind, finish and repair books and other publications by hand or by machine.

Pay:

Pay for print finishers varies depending on experience.

- Apprentices usually start on the minimum wage.
- After completing a 30-month apprenticeship, print finishers can earn \$37,000 to \$40,000.
- Senior print finishers with more than five years' experience can earn \$50,000 to \$65,000.

Job opportunities: Chances of getting a job as a print finisher are poor due to falling demand for paper-based products.

Length of training: 3 years of training usually required.

About the job

What you will do:

- check print finishing specifications such as size, shape and binding
- fold, perforate, glue and stack paper by machine and by hand
- set up and operate binding and finishing equipment, and paper guillotines
- operate equipment to insert printed material into newspapers, magazines and envelopes
- repair old or damaged books
- collate, stitch and bind products
- meet with clients to discuss their requirements.

Skills and knowledge needed:

- printing and bookbinding methods
- different paper types and sizes, glues and inks
- how to bind and emboss books, if doing this by hand.

Kaiwhakatau Tānga

How to enter the job

Most people find a job at a printing company as an assistant and then start an apprenticeship.

Secondary education: Three years of secondary education are recommended to enter training as a print finisher. Useful subjects include English and maths, or credits in literacy and numeracy, technology, textiles and graphics.

Personal qualities needed:

- skilled at operating machines
- accurate, with an eye for detail
- good at solving problems
- good at communicating
- safety-conscious.

Useful experience:

- any experience in the printing trade, such as work as a bindery assistant
- operating machinery
- any type of craft work using hand tools
- work involving repair or restoration of items, such as pictures or furniture.

Related jobs: Graphic Pre-Press Worker, Screen Printer, Printer.

Vocational pathways: Manufacturing and technology.

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Summary

Printers set up and operate printing machines that print text and images on paper, card, carton, plastics or metal.

Pay:

Pay for printers varies depending on experience.

- Apprentices usually start on minimum wage.
- After completing an apprenticeship, printers usually earn between \$39,000 and \$47,000.
- Senior printers with more than five years' experience usually earn between \$62,000 and \$93,000.

Job opportunities: Chances of getting a job as a printer are average as while companies continue to train and hire staff, job vacancy numbers are falling.

Length of training: 2-3 years of training usually required.

About the job

What you will do:

- discuss printing requirements with clients
- set up and adjust printing machines
- mix ink and solvents, and adjust water and ink flow in machines
- monitor and evaluate press operations manually and by computer to check quality of printing
- produce a variety of printed products using different types of presses
- clean and maintain the printing presses, including minor repairs.

Skills and knowledge needed:

- manual and computerised printing machinery, and how to operate and repair it
- printing methods, inks, colours, and the material that the machine prints onto
- types of paper and paper sizes.

How to enter the job

Most people find a job at a printing company as an assistant and then start an apprenticeship.

Secondary education: Three years of secondary education are recommended to enter training as a printer. Useful subjects include English and maths, or credits in literacy and numeracy, technology and computer studies.

Personal qualities needed:

- skilled at analysing detail and colours
- good at communicating
- good at basic maths
- accurate, with an eye for detail
- organised and able to follow instructions
- reliable and efficient
- able to work well under pressure.

Useful experience:

- work with machinery
- work in a factory
- work with computers.

Related jobs: Print Finisher, Graphic Designer, Graphic Pre-Press Worker, Screen Printer.

Vocational pathways: Manufacturing and technology.

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Private Teacher/Tutor

Summary

Private teachers/tutors teach a specific skill or subject to individuals or small groups of children or adults.

Pay:

Pay for private teachers/tutors varies depending on qualifications and experience:

- University students who work as private teachers/tutors can earn \$17 to \$20 an hour.
- Private teachers/tutors with a relevant degree and/or a teaching qualification working for a company can earn between \$25 and \$35 an hour.
- Private teachers/tutors with a relevant degree and/or a teaching qualification who are self-employed can earn between \$60 and \$80 an hour, depending on the location.

Job opportunities: Chances of getting a job as a private teacher/tutor are average for those teaching arts subjects, but good for those teaching maths and English.

Length of training: 3 years of training usually required.

About the job

What you will do:

- plan lessons according to their students' ability
- teach students the subject knowledge and skills they need
- assess and mark students' work
- keep up to date with education curriculum changes and assessment methods
- prepare students for exams or assessments
- organise student performances or exhibitions of their work
- keep records and write reports on students
- meet with parents, whānau/family or caregivers to discuss students' progress
- keep accounts and collect payments.

Skills and knowledge needed:

- teaching skills, and some knowledge of different teaching methods and learning styles
- knowledge of the subject they teach
- knowledge of the New Zealand curriculum, if teaching subjects such as maths to school students
- curriculum assessment and planning skills
- skill in evaluating students' progress.

Kaiako Whaiaro

How to enter the job

There are no specific requirements to become a private teacher/tutor. However, a degree in the subject area they are teaching is usually required and most private teachers/tutors have one of the following:

- a primary or secondary teacher qualification
- a degree in the subject they teach (they may study towards their degree while working)
- proof of completed specialist examinations, such as those from a music examinations board.

Secondary education: NCEA Level 3 is required to enter tertiary training. Useful subjects include English, languages, maths, music and visual arts.

Personal qualities needed:

- good communication skills and the ability to relate well to students and adults from a range of backgrounds
- good organisational and time management skills
- understanding, patient and tolerant
- supportive and positive
- enthusiastic and open-minded.

Useful experience:

- teaching or coaching adults or school students
- work with children, such as youth leader work.

Useful experience for private teachers/tutors in the arts also includes:

- playing, performing and composing – for music tutors
- working in theatre, film and radio – for drama tutors
- working as an artist – for art tutors
- performing on stage – for dance tutors.

Related jobs: Actor, Artist, Musician, Primary School Teacher, Secondary School Teacher.

Vocational pathways: Social and community services, Services industries.

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Summary

Probation officers prepare reports on criminal cases for courts. They manage the sentences of parolees and supervise community-based offenders.

Pay:

Pay for probation officers varies depending on their experience and level of responsibility.

- Newly trained probation officers usually earn between \$52,000 and \$59,000 a year.
- Senior probation officers and/or practice leaders usually earn between \$60,000 and \$65,000 a year.
- Probation officers in Auckland, Waitemata, Manukau, Hamilton and Wellington also receive an annual recruitment and retention allowance of between \$1,000 and \$2,500 a year.

Job opportunities: Chances of getting a job as a probation officer are good due to new roles being created.

Length of training: Less than 1 year of training usually required.

About the job

What you will do:

- talk to offenders, their families and others about the offender's background
- prepare remand, reparation and pre-sentence reports for court cases
- prepare reports on prisoners who are being considered for parole
- make recommendations about appropriate programmes and treatment
- manage parole, home and community detentions, supervision and community work and post-detention conditions
- supervise people serving sentences in the community, including those on electronically monitored home detention and community detention
- refer offenders to suitable treatment or counselling agencies
- write reports about the progress of offenders.

Skills and knowledge needed:

- good relationship management skills
- good report-writing skills
- knowledge of communication techniques, especially when working with parolees
- knowledge of analytical and problem-solving techniques.

How to enter the job

To become a probation officer a tertiary qualification in a subject such as psychology, criminology, sociology or social work is preferred.

You also need to:

- comply with the Department of Correction's criminal conviction policy – you will not be considered if you have received a custodial sentence
- have a current driver's licence, and be able to drive a manual vehicle
- pass a pre-employment drug test.

The Department of Corrections provides training for new probation officers, which includes workplace and classroom learning. Training takes six months.

Secondary education: There are no specific secondary educational requirements to become a probation officer, but NCEA Level 3 is preferred.

Personal qualities needed:

- able to relate well to people from different backgrounds and cultures
- mature, confident and able to remain positive in difficult situations
- alert and observant
- honest
- good at listening
- able to follow procedures
- able to work well under pressure
- able to work well as part of a team.

Useful experience:

- social work and coaching experience.

Related jobs: Police Officer, Community Worker, Corrections Officer, Social Worker.

Vocational pathways: Social and community services.

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Procurement Manager

Summary

Procurement managers create up-to-date strategies to deliver goods and services that best meet their organisation's business needs. They work with suppliers to get the right solutions, at the right time, for the best price, quality and value.

Pay:

Pay for procurement managers depends on where they work, and their skills and experience.

- Procurement managers usually earn from \$90,000 to \$140,000 per year.
- Chief procurement officers in large organisations can earn from \$120,000 to \$200,000 per year. They may receive benefits such as bonuses or company cars.

Job opportunities: Opportunities for procurement managers with strategic procurement experience are good as there is strong demand for their services.

Length of training: No specific training requirements.

About the job

What you will do:

- assess an organisation's goals and its needs for goods and services that will help it meet those goals
- look for new products and services
- negotiate and monitor complex deals and relationships with suppliers to meet quality, cost and delivery requirements
- set and oversee policies and plans for purchasing, storing and distributing goods or services
- prepare plans to maintain stock levels at minimum cost
- monitor and review inventory systems and tracking systems
- direct staff and monitor their performance.

Skills and knowledge needed:

- skills in assessing and describing their organisation's needs
- skills in developing and implementing procurement strategies, policies and processes
- skills in evaluating options for supplying goods or services, including pricing, quality, service and support
- skills in managing relationships with vendors, and with staff within their own organisation
- negotiation skills
- knowledge of project management and strategic planning
- knowledge of planning and reporting
- knowledge of relevant laws and standards (for example, health and safety).

Kaiwhakahaere Whiwhinga

How to enter the job

There are no specific requirements for becoming a procurement manager. However, you are likely to need a tertiary qualification.

Secondary education: There are no specific secondary requirements for this job but English, maths and accounting to at least NCEA Level 2 are useful.

Personal qualities needed:

- good negotiators and able to build relationships
- good leaders and motivators
- excellent at spoken and written communication
- analytical, logical and accurate, with an eye for detail
- self-motivated and able to work well under pressure.

Useful experience:

- managing relationships with suppliers
- developing and instigating processes and procedures
- contract negotiation and managing expectations from signed contracts.

Work as a purchasing officer, account manager, contract administrator, buyer or procurement analyst is useful background.

Related jobs: Accountant, Buyer.

Vocational pathways: Services industries.

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Summary

Product assemblers put together components in the production of metal products, machinery, electrical and electronic equipment, telecommunications equipment, joinery products and other goods.

Pay:

Pay for product assemblers varies depending on skills and experience:

- Inexperienced product assemblers may start on minimum wage or a little more.
- Those with two to three years' experience may earn between \$33,000 and \$40,000 a year.
- More experienced assemblers can earn up to \$55,000 or more.

Job opportunities: Chances of getting work as a product assembler are poor due to declining manufacturing jobs.

Length of training: No specific training requirements.

About the job

What you will do:

- follow assembly instructions
- place parts into position and/or check that each component is in the correct place
- punch or drill holes in the parts to be assembled
- bolt, screw, clip or weld parts together
- check the product for faults, and make modifications, if necessary
- pack the finished product
- service and operate computer-controlled systems that perform assembly tasks
- order materials.

Skills and knowledge needed:

- practical skills for working with machines, and materials such as aluminium or wood
- the ability to interpret technical drawings
- knowledge of safety rules and procedures.

Product assemblers may also need to have some specialist skills and knowledge, depending on the industry they work in. For example, assemblers working with metals and machinery may need to know how to weld.

How to enter the job

There are no specific entry requirements to become a product assembler, as you gain skills on the job. However, some employers prefer you to be working towards, or have completed, a national certificate in the relevant area of manufacturing. For example, if you want to work in:

- electronics, you may need to have completed a National Certificate in Electronic Manufacturing through the Skills Organisation
- metal goods or machinery, you may need to have completed a National Certificate in Mechanical Engineering through Competenz
- aluminium joinery, you may need to have completed Level 2 or 3 national certificates in architectural aluminium joinery, available through the Joinery Industry Training Organisation and Competenz.

People aged over 16 years can do an apprenticeship through the New Zealand Apprenticeships scheme.

Secondary education: There are no specific secondary educational requirements for product assemblers, but three years of secondary education is preferred.

Useful subjects include maths, science, computer studies, English, and woodwork or metalwork.

For Year 11 to 13 students, the Gateway programme is a good way of gaining industry experience.

Personal qualities needed:

- safety-conscious
- efficient
- accurate, with an eye for detail
- able to follow instructions
- good at problem solving
- skilled at communicating and listening
- good at basic maths.

Useful experience:

- electrical or electronics work
- assembly work
- work with hand tools such as soldering equipment
- work with metals, glass and machines
- welding.

Related jobs: Mechanical Engineering Technician, Electronics Engineer, Mechanical Engineer, Toolmaker, Electronics Trades Worker, Plastics Worker, Wood Machinist.

Vocational pathways: Manufacturing and technology.

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Production Assistant (Film Television Radio Stage)

Summary

Production assistants help production teams organise the making of films, television or radio programmes, or stage productions.

Pay:

Pay for production assistants varies depending on the type of production they are working on.

- Freelance production assistants usually earn between \$150 and \$275 a day, and many work on short-term contracts.
- Work may be irregular and production assistants may have long periods between jobs.

Job opportunities: Chances of getting a job as a production assistant are poor due to a limited number of roles and high competition for positions.

Length of training: No specific training requirements.

About the job

What you will do:

- work out shooting schedules
- arrange production meetings
- co-ordinate and book production crews
- hire and/or book vehicles, accommodation, equipment and flights
- get permission to use film locations
- organise contracts for casts and crews
- administrative, publicity and research work
- clear copyright on music used.

Skills and knowledge needed:

- knowledge of each department in their production company
- knowledge of film and television production schedules
- knowledge of how a studio operates and who to contact to fix problems.

Kaiāwhina Whakaputa (Kiriata/Pouaka Whakaata/Irirangi/Whakaari)

How to enter the job

There are no specific entry requirements to become a production assistant, as you gain skills on the job. However, some employers prefer you to have a tertiary qualification in media production, broadcasting, or film and television.

Many employers require you to have a driver's licence.

Secondary education: A broad range of subjects at school is useful, including English and maths and any subjects that involve creativity such as drama and art.

Personal qualities needed:

- logical and practical
- fast and accurate
- able to show initiative
- able to work well under pressure
- able to work as part of a team
- well organised, with good time management skills
- good researchers
- good oral and written communicators
- good at administrative duties.

Production assistants usually work on short-term contracts, and therefore need to be able to network and promote themselves to get work.

Useful experience:

- work as a production runner or production secretary
- work as a secretary or administrative assistant
- experience organising and dealing with the public – in the hospitality industry, for example.

Related jobs: Director (Film Television Radio Stage), Film/Television Camera Operator, Media Producer, Lighting Technician, Art Director (Film Television Stage), Film and Video Editor.

Vocational pathways: Services industries.

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Summary

Production managers organise and control the production process in a factory. They ensure that products are made to the right specifications and are ready on time and within budget.

Pay:

- Industry sources indicate that production managers usually earn between \$55,000 and \$120,000 a year, depending on their qualifications, experience, responsibilities, the number of people they manage and the size of the factory they work in.

Job opportunities: Chances of getting a job as a production manager in most areas of manufacturing are poor, but good in oil and gas.

Length of training: 1–3 years of training usually required.

About the job

What you will do:

- work out what materials, supplies and equipment are needed to meet production goals
- set production goals, timetables and budgets, and ensure these goals are met
- order materials and supplies
- evaluate the production process, and write reports on production results
- help maintain, test and improve equipment, and make decisions on when to repair or replace equipment
- plan and develop new products or production processes
- assist with professional development and training of production staff
- meet and liaise with customers
- oversee safety standards in the factory.

Skills and knowledge needed:

- financial and budgeting skills
- analytical skills, to interpret information and figures
- a good awareness of employment relations laws.

How to enter the job

To become a production manager you need to have experience working in a factory, especially in a supervisory role.

Employers may also prefer you to have a qualification, depending on the industry you work in, in one of the following areas:

- engineering or manufacturing technology
- food technology
- purchasing and materials management
- quality assurance.

Secondary education: There are no specific secondary education requirements, however useful subjects include maths with statistics and/or calculus, science and English.

Personal qualities needed:

- friendly and patient
- organised, and good at planning
- good at decision making and problem solving
- excellent at communicating
- able to lead people
- able to work well under pressure, and deal with conflict.

Useful experience:

- experience in the industry that you want to work in
- management or engineering experience
- work in a factory or office.

Related jobs: Managing Director/Chief Executive, Human Resources Adviser, Food and Beverage Factory Worker.

Vocational pathways: Manufacturing and technology.

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Professional Sportsperson

Summary

Professional sportspeople take part in competitive national and international sports such as rugby, cricket, golf, horse racing and tennis, or may be employed as lifeguards.

Pay:

Pay for professional sportspeople varies depending on the sport, and their performance and abilities.

- Most paid sportspeople are semi-professional, earning some money from sport, and working a second job.
- Semi-professional and some Olympic sportspeople based in New Zealand earn varying amounts – from the minimum wage to \$60,000 a year or more.
- Top-level sportspeople in internationally popular sports, such as golf or rugby, may earn hundreds of thousands of dollars in salary or winnings.
- Professional sportspeople may also earn money from additional contracts such as advertising.

Many sportspeople employ managers to help secure extra income from:

- appearance fees
- contracts
- performance bonuses
- sponsorship deals and performance grants.

Job opportunities: Chances of getting a job as a professional sportsperson are poor because competition is extremely high.

Length of training: No specific training requirements.

About the job

What you will do:

- follow a training programme to develop fitness and strength
- practise the skills, drills and teamwork of their sport
- decide on competitive plans and strategies with coaches
- compete in national or international events
- consult with health professionals
- maintain their equipment
- work with sports officials, sponsors, fans and the media
- public speaking.

Skills and knowledge needed:

- the rules, techniques, skills and tactics of their sport
- nutrition and exercise requirements
- dealing with the media
- injury prevention
- how to care for equipment.

Knowledge of sports psychology may also be useful.

Kaiwhakataetae Ngaio

How to enter the job

To become a professional sportsperson you need a high level of skill and experience in your chosen sport.

Many sports have junior or development squads or leagues. If you perform well at the junior level you can qualify for elite or representative teams, and gain competition experience.

If you continue to do well, you may be offered professional opportunities.

Secondary education: Participation in sport during secondary school is essential for most professional sportspeople. Useful secondary school subjects can include NCEA Level 2 biology, science, physical education and English.

Personal qualities needed:

- competitive and motivated
- observant and alert
- disciplined and willing to work hard
- able to remain calm and perform well under pressure
- good at communicating with others
- able to accept feedback and criticism
- able to work well in a team.

Useful experience:

- participation in junior, school or amateur sports events
- any outdoor recreation work or experience dealing with the public
- any other experience in their chosen sport or field.

Related jobs: Personal Trainer/Fitness Instructor, Outdoor Recreation Guide/Instructor, Diver, Sports Coach/Official.

Vocational pathways: Services industries.

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Summary

Project managers manage projects for one or more organisations, usually setting up or improving an aspect of business. They manage the strategic, financial, operational and technological aspects of projects.

Pay:

Pay for project managers depends on the industry they work in.

- Project managers in the information communication and technology industry earn an average of \$94,000 a year. The lowest-paid 25% earn an average of \$75,000. The highest-paid 25% earn an average of \$120,000.
- Project managers in the construction industry earn \$55,000 to \$135,000.
- Project managers in the engineering industry earn \$65,000 to \$125,000.

Job opportunities: Chances of getting a job as a project manager are good in information and communication technology (ICT) and in construction, in Canterbury, but average in other areas.

Length of training: 2-3 years of training usually required.

About the job

What you will do:

- meet project goals on time and to the required standard
- manage the project team to ensure group and individual performance criteria are met
- maintain an accurate and up-to-date project plan
- manage the project budget and resources
- communicate with stakeholders and ensure project team members develop a relationship with stakeholders
- ensure suppliers deliver the products and/or services requested
- ensure that all project documentation is kept up to date
- hire staff to work on projects.

Skills and knowledge needed:

- knowledge of project management methodology
- skill in developing, piloting and implementing new business processes
- an understanding of the strategic direction, structure and issues affecting the organisation they work for
- the ability to identify risks and issues that could affect the project, and put in place effective solutions.

How to enter the job

There are no specific entry requirements to become a project manager. However, some employers prefer you to have a diploma or degree in project management, or in an area you might specialise in, such as engineering or information and communication technology (ICT).

A degree in business and/or management may also be useful.

Secondary education: A tertiary entrance qualification is required to enter tertiary study. Useful subjects include English, maths and computer studies.

Personal qualities needed:

- organised
- accurate, with an eye for detail
- able to lead others
- excellent at communicating and negotiating
- skilled in writing and presentation
- innovative, but also able to make practical decisions
- able to relate well to a wide range of people
- motivated
- able to work well under pressure.

Useful experience:

- work in a project team
- work in an area of specialisation, such as ICT
- business and management experience.

Related jobs: Finance Manager, Event Manager.

Vocational pathways: Construction and infrastructure, Services industries, Manufacturing and technology.

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Property Manager

Summary

Property managers look after the daily running of residential and commercial properties.

Pay:

Pay for property managers varies depending on experience and the area of property they work in.

- Property managers with up to three years' experience earn between \$35,000 and \$85,000 a year.
- Property managers with over three years' experience earn up to \$110,000.
- Commercial property managers charge set fees for managing properties, while residential property managers charge the property owner a percentage of the rent.
- Some residential property managers are paid a salary by their company while others work on commission only.

Job opportunities: Chances of getting work are good in residential property management, and in commercial property management in Auckland and Christchurch.

Length of training: No specific training requirements.

About the job

What you will do:

- advertise and show properties to prospective tenants
- negotiate and secure leases and tenancy agreements with tenants
- collect rents and lodge bonds, and monitor rent arrears
- investigate and resolve any tenant complaints
- review property maintenance, security and tenancy contracts
- compare properties, look at the overall market, and ensure owners are maximising their investments.

Commercial property managers may also do financial reporting on issues such as forecasting or aligning income and budget.

Many also provide consulting services on issues such as business relocations.

Skills and knowledge needed:

- property inspection and valuation
- building methods and materials, and architectural and engineering plans
- property laws, such as the Resource Management Act and the Building Act 2004, and local regulations
- the real estate market.

Trade skills, such as plumbing or carpentry, may also be useful.

Kaiwhakahaere Papa Whenua

How to enter the job

There are no specific entry requirements to become a property manager, and many larger property firms provide in-house training.

However, employers at commercial property companies often prefer their entry-level positions to be filled by graduates with:

- a degree or diploma in property management, finance or marketing
- experience in professional areas such as law, construction, or accounting and finance.

Sales and real estate diplomas or certificates are also useful for commercial property managers.

Residential property managers can train on the job and achieve a New Zealand Certificate in Residential Property Management – Level 4 through the Skills Organisation.

Secondary education: A tertiary entrance qualification is required to enter tertiary training. Useful subjects include English, maths, computer studies, economics and physics.

Personal qualities needed:

- honest and reliable
- excellent communicators, with good listening and writing skills
- proactive and adaptable
- organised
- able to make good judgements.

Useful experience:

- building
- real estate
- property investment
- valuation
- quantity surveying
- finance and administration.

Any work that involves direct communication with clients is also useful.

Related jobs: Valuer.

Vocational pathways: Construction and infrastructure, Services industries.

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Summary

Psychiatrists assess and provide treatment for people with mental, emotional and behavioural disorders. They also study how the brain and nervous systems function and how these interact with people's environments and affect the way people think, feel and behave.

Pay:

Pay varies for psychiatrists and for registrars (those in training), depending on seniority, hours, location and frequency of on-call or emergency cover.

- Registrars working for a district health board (DHB) usually earn between \$70,000 and \$175,000 a year.
- Qualified psychiatrists working for a DHB usually earn between \$151,000 and \$212,000.
- Psychiatrists working in the private sector earn more than this. Those at the top level may earn up to \$600,000.

Job opportunities: Chances of getting a job as a psychiatrist are good due to a shortage of trained psychiatrists.

Length of training: 12 years of training required.

About the job

What you will do:

- study patients' medical and psychiatric histories
- work with patients and their families/whānau to understand patients' likely responses to treatment
- examine patients and carry out tests such as blood tests to determine treatment
- prescribe and administer medication
- work with other team members to provide assessments and intervention, and co-ordinate rehabilitation and recovery programmes
- take on an educational role such as mentoring trainee psychiatrists
- give evidence in court
- research mental disorders and their treatments.

Skills and knowledge needed:

- how to diagnose psychiatric disorders
- anatomy and how the human body works
- medicines and treatments, and the effects these have on patients
- different diseases and illnesses
- medical ethics and law
- new research, treatments and practices in their field.

How to enter the job

To become a psychiatrist you need to:

- complete the Health Sciences First Year programme at the University of Otago, or the first year of either the Bachelor of Health Sciences or Bachelor of Science in Biomedical Science at Auckland University
- complete a five-year Bachelor of Medicine and Bachelor of Surgery (MBChB) degree at Otago or Auckland
- work for one to two years as a house officer (supervised junior doctor) in a hospital
- complete another five years of specialist training and examinations to become a Fellow of the Royal Australian and New Zealand College of Psychiatrists.

You also need to be registered with the Medical Council of New Zealand.

The Vulnerable Children Act 2014 means that if you have certain serious convictions, you can't be employed in a role where you are responsible for, or work alone with, children.

Secondary education: To enter tertiary training you need to have NCEA Level 3. Useful subjects include maths with calculus and/or statistics, chemistry, physics, biology and English.

Personal qualities needed:

- mature and responsible, with a genuine concern for people
- able to manage their time and work well under pressure
- able to relate to people from various cultures and lifestyles
- good at communicating
- skilled at analysing and interpreting information
- good at organising, decision making and problem solving.

Useful experience:

- work in hospitals or other health-related work, such as in a clinic
- work involving psychology or counselling
- work in support and advice services such as Lifeline or Citizens Advice Bureau.

Related jobs: Psychologist.

Vocational pathways: Social and community services.

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Psychologist

Summary

Psychologists investigate, assess and work with people who have problems affecting their behaviour, thoughts and emotions, and help them to develop their potential.

Pay:

Psychologists' pay depends on their specialisation, experience and employer.

- Interns working for a district health board (DHB) usually earn between \$51,000 and \$54,000 a year.
- Qualified psychologists working for a DHB usually earn between \$64,000 and \$88,000.
- Senior psychologists working for DHBs, who may also supervise staff, can earn \$91,000 to \$112,000.
- Psychologists working in private practice earn from \$60 to \$160 an hour.

Job opportunities: Chances of getting a job as a psychologist are good due to a shortage of workers and increasing demand.

Length of training: 6-7 years of training required.

About the job

What you will do:

- assess clients' problems and strengths through interviews and observation
- run psychometric and neuropsychological tests (which measure people's mental abilities and style, and how their brains function)
- develop treatments and interventions with individuals
- help clients understand themselves, their needs, motivations and resources
- evaluate interventions, and write client reports and risk, educational and mental health assessments.

Psychologists who work with groups and for organisations may:

- assist with or run group therapy, workshops and courses on social skills, anger management or assertiveness
- take part in dispute resolution, and provide counselling and advice to people or organisations
- provide expert opinion to courts.

Skills and knowledge needed:

- human behaviour and thought patterns
- psychological assessment and intervention
- social and cultural issues affecting their clients, families and communities
- research methods and statistics
- counselling and dispute resolution
- theories and research in their specialised field
- relevant laws, court procedures and professional ethics.

Kaimātai Hinengaro

How to enter the job

To work as a psychologist you need:

- a Masters or higher degree in psychology
- 1,500 hours of closely supervised practice, approved and evaluated by the New Zealand Psychologists Board
- to be registered with the New Zealand Psychologists Board.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful subjects include English, maths with statistics, and science.

Personal qualities needed:

- good at observing and relating to a wide variety of people
- respectful of people from different cultures
- able to analyse and evaluate human behaviour
- concerned for the wellbeing of others
- patient and adaptable
- able to keep information private
- self-aware and non-judgemental but able to influence others
- able to work well under pressure, make decisions and cope with stress.

Useful experience:

- work with community groups and recovering mental health clients living in the community
- work with criminal offenders
- work with people in a helping or counselling role, or with support agencies such as Samaritans or Youthline
- social work or probation work
- teaching and/or research in related fields.

Related jobs: Counsellor, Community Worker, Social Worker, Psychotherapist.

Vocational pathways: Social and community services.

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Summary

Psychotherapists help individuals, couples or groups identify, understand and manage emotional and behavioural problems.

Pay:

Pay for psychotherapists varies depending on experience, employer and location.

- Graduate psychotherapists who have a Master's degree and work for a district health board (DHB) usually start on \$49,000 to \$54,000 a year.
- With five years' experience, psychotherapists at DHBs can earn up to \$66,000.
- Senior psychotherapists at DHBs with additional responsibilities may earn \$69,000 to \$100,000.
- Self-employed psychotherapists can earn from \$60 to \$150 per hour.

Job opportunities: Chances of getting a job as a psychotherapist are poor due to limited recognition and funding in the public sector.

Length of training: 3–5 years of training usually required.

About the job

What you will do:

- assess their clients
- help clients explore issues, including the effect of their early influences
- help clients understand themselves, how to meet their needs and manage their emotions and behaviour
- evaluate treatments
- undergo their own therapy
- supervise other psychotherapists
- run workshops and courses.

Skills and knowledge needed:

- an understanding of psychotherapy and psychodynamic therapies (therapeutic approaches that aim to get the client to realise their true feelings)
- understanding of social and cultural issues that may affect their clients
- skill in analysing and evaluating human behaviour
- research skills.

How to enter the job

To become a psychotherapist you need to have either:

- a relevant qualification, which ranges from a diploma to a Master's degree in psychotherapy
- a combination of qualifications and equivalent work experience that meets the Psychotherapists Board of Aotearoa New Zealand's registration criteria.

You also need to:

- be registered with the Psychotherapists Board of Aotearoa New Zealand
- have a current Annual Practising Certificate.

Secondary education: At least four years of secondary education is preferred. A tertiary entrance qualification may be needed to enter some courses. Useful subjects include English and health.

Personal qualities needed:

- empathetic and concerned for the wellbeing of others
- non-judgemental
- able to keep information private
- able to relate well to people
- able to influence people.

Useful experience:

- social work
- community work or counselling
- life experience
- work helping or caring for people
- research in related fields.

Related jobs: Counsellor, Psychologist, Social Worker, Community Worker.

Vocational pathways: Social and community services.

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Public Relations Professional

Summary

Public relations professionals plan and develop information, media and communication strategies that promote the reputation of an organisation to the public, shareholders and employees.

Pay:

Pay for public relations professionals depends on their experience and the size of the organisation.

- Public relations professionals at entry level usually earn \$35,000 to \$40,000 a year, increasing to \$50,000 to \$80,000 after four years.
- Those with 20 years' experience may earn \$120,000 to \$130,000.
- Public relations professionals working in small to medium-sized companies usually earn \$65,000 to \$95,000.
- Those working with large companies usually earn \$95,000 to \$130,000.

Job opportunities: Chances of getting a job as a public relations professional are good. Opportunities are best for those with experience and/or digital skills.

Length of training: 1–3 years of training usually required.

About the job

What you will do:

- plan and organise projects, publicity campaigns, functions and press conferences
- write and edit press releases, in-house magazines, speeches, articles and annual reports
- maintain and update online information about an organisation
- keep important internal and external groups of people informed about the organisation
- research public opinion by doing market research, and analysing findings
- advise politicians on how to deal with media
- manage an organisation's public relations or marketing budget
- manage public relations staff.

Skills and knowledge needed:

- knowledge of different types of media, such as print and social media, and how to use them for publicity
- knowledge of how to survey public opinion
- excellent skills in writing for different audiences.

Press secretaries also need to have an understanding of the political environment, and knowledge of parliamentary procedures.

Ngaio Whitiwhiti Kōrero

How to enter the job

To become a public relations professional you usually need a tertiary qualification in one of the following areas:

- public relations
- communications
- media studies
- journalism.

Public relations professionals who specialise as public affairs officers usually need a degree in politics or a closely related subject.

Secondary education: At least four years' secondary education is required to enter tertiary training. To go to university, a university entrance qualification (NCEA Level 3) is required.

Useful subjects include English, media studies, business studies, accounting and economics.

Personal qualities needed:

- able to think creatively, strategically and critically
- experts at networking, communicating and negotiating with people
- organised and good at managing projects
- able to work well under pressure
- able to simplify complex information
- good at researching and presenting
- able to write using good grammar.

Useful experience:

- journalism or other writing experience
- project management
- marketing
- event management
- any work involving communications and networking.

Related jobs: Advertising Specialist, Copywriter, Journalist.

Vocational pathways: Services industries, Creative industries.

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Summary

Pulp and paper mill operators operate machinery and equipment involved in the pulp and paper production process.

Pay:

- Pay varies, but pulp and paper mill operators usually earn between \$50,000 and \$100,000 a year.

Those on the higher end of the pay scale operate the refineries and/or have a supervisory role, compared to those who are in the packaging side of the operation. This may include allowances for shift work and overtime.

Job opportunities: Chances of getting work as a pulp and paper mill operator are poor due to it being a small occupation experiencing little growth.

Length of training: No specific training requirements.

About the job

What you will do:

- operate machinery and equipment in the pulp and paper-making process
- use computer-controlled systems and manual procedures to monitor the performance of machines and equipment
- ensure a consistent quality of pulp and paper throughout the production process
- ensure safety requirements are met
- make sure the finished product meets the company's or client's specifications
- supervise a team and do administration duties
- carry out minor repairs and corrections to machinery and equipment.

Skills and knowledge needed:

- knowledge of operating machinery and equipment involved in the pulp and paper-making process
- knowledge of the production process and how to correct minor faults
- knowledge of chemical properties and their effect on pulp and paper
- knowledge of safety procedures.

How to enter the job

There are no specific entry requirements to become a pulp and paper mill operator as skills are usually gained on the job.

Pulp and paper mill operators specialise in different areas of pulp and paper production and can gain qualifications on the job, such as the New Zealand Certificate in Pulp and Paper Manufacturing, or the New Zealand Certificate in Energy and Chemical Plant Process Operation.

A forklift license is also useful.

Secondary education: There are no specific education requirements, but useful subjects include English, maths and chemistry.

Personal qualities needed:

- reliable
- careful
- accurate
- safety-conscious
- able to work well in a team
- able to follow instructions.

Useful experience:

- work using machinery and computers
- engineering experience
- any manufacturing experience, especially work in chemical-based manufacturing.

Related jobs: Saw Doctor, Wood Processing Worker, Wood Machinist.

Vocational pathways: Manufacturing and technology, Primary industries.

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Purchasing/Supply Officer

Āpiha Hoko

Summary

Purchasing/supply officers buy the equipment, materials and services needed by private companies and organisations, and by public bodies such as government departments and district health boards.

Pay:

Pay for people working in purchasing and supplies varies depending on their level of responsibility.

- Purchasing/supply officers may earn between \$45,000 and \$65,000 a year.
- Purchasing/supply managers usually earn between \$70,000 and \$140,000.
- At the most senior level, purchasing directors and chief purchasing officers can earn up to \$200,000.
- Depending on their experience and ability, people may also get bonuses and other benefits such as a company car.

Job opportunities: Chances of getting a job as a purchasing/supply officer are average due to it being a relatively small occupation that is experiencing little growth.

Length of training: No specific training requirements.

About the job

What you will do:

- work with staff and management to define their needs
- keep up to date with market trends in the industry in which they work
- research and identify new suppliers
- negotiate prices with suppliers
- purchase goods and services that the business needs
- keep accurate records of payment and delivery of goods and services.

Skills and knowledge needed:

- good knowledge of the organisation and industry they work for
- knowledge of the specifications of the products they deal with
- knowledge of the pricing and availability of products they deal with
- knowledge of electronic inventories.

How to enter the job

There are no specific entry requirements to become a purchasing/supply officer. However, courses are available through:

- New Zealand Procurement Academy
- NZPICS Incorporated
- Chartered Institute of Purchasing and Supply.

Other qualifications that most employers value include:

- a tertiary qualification majoring in finance
- a Bachelor of Commerce and Administration
- a tertiary qualification in warehousing and supply chain management.

Secondary education: Useful secondary subjects include maths, accounting and English.

Personal qualities needed:

- good at communicating
- considerate with money and budgets
- methodical and accurate, with an eye for detail
- good at negotiating
- able to work well under pressure.

Useful experience:

- customer service
- administrative work
- a job in stores and warehousing.

Related jobs: Sales Representative, Accounts Officer, Administration Officer, Buyer, Information Technology Manager.

Vocational pathways: Manufacturing and technology, Services industries.

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Summary

Quantity surveyors manage finances for construction projects. They calculate budgets based on clients' requirements, and prepare detailed estimates to ensure budgets are sufficient for each stage of construction.

Pay:

Pay for quantity surveyors depends on their location and experience, and the size of the projects they work on.

- Entry-level quantity surveyors usually earn between \$45,000 and \$70,000 a year.
- Experienced quantity surveyors usually earn between \$90,000 and \$130,000.
- Salaries may be higher in Auckland and Christchurch, where demand is strongest.

Job opportunities: Job opportunities for quantity surveyors are good due to a shortage of workers.

Length of training: 2-3 years of training usually required.

About the job

What you will do:

- study architects' and engineers' building plans
- prepare a schedule of quantities used in the tendering process (measuring and estimating material and labour costs)
- prepare reports before and during building projects showing costs
- visit building sites to monitor progress
- act as an arbitrator in disputes between clients and building contractors
- offer services in value management (comparing a building's cost to similar buildings).

Skills and knowledge needed:

- knowledge of building methods and materials
- the ability to read and interpret building plans
- skill estimating building, material and labour costs
- an understanding of relevant legislation, including the New Zealand Building Code, the New Zealand Building Act 2004 and local by-laws
- maths and basic accounting skills
- some computer-aided design (CAD) skills.

How to enter the job

To become a quantity surveyor you need one of:

- a National Diploma in Quantity Surveying
- a Bachelor of Construction (Economics or Quantity Surveying).

The two-year National Diploma in Quantity Surveying is offered by many schools. A Bachelor's degree will make it easier for you to move into a management role.

There are two Bachelor of Construction degrees accredited by the New Zealand Institute of Quantity Surveyors:

- Bachelor of Construction (Quantity Surveying) at Massey University's Auckland campus
- Bachelor of Construction (Economics) at Unitec.

Secondary education: A tertiary entrance qualification is needed to enter tertiary training. Useful Year 13 subjects include at least one maths and one science subject, English, computing and economics.

Personal qualities needed:

- good at planning and organising
- ethical and honest
- enquiring and able to think creatively
- able to work well under pressure.

Useful experience:

- any building industry work such as labouring on construction sites.
- work involving calculations and/or accounting.

Related jobs: Accountant, Auditor, Building Surveyor, Architect, Architectural Technician, Building Contractor, Landscape Architect, Project Manager.

Vocational pathways: Construction and infrastructure.

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Quarantine Officer

Āpiha Ārai Mate Horapa

Summary

Quarantine officers control the entry of agricultural and horticultural produce, plants and animals into New Zealand. They identify and control biosecurity risks arriving at borders.

Pay:

Pay for quarantine officers varies depending on their skills and experience.

- Trainee quarantine officers earn \$49,000 a year.
- A year after qualifying, they may earn \$51,000.
- Quarantine officers with two to five years' experience can earn up to \$56,000.
- Senior quarantine officers can earn up to \$61,000.
- Quarantine officers earn extra for shift work.

Job opportunities: Chances of getting a job as a quarantine officer are average due to the relatively small size of the occupation, and a limited number of vacancies.

Length of training: 1–3 years of training usually required.

About the job

What you will do:

- deal with requests from importers and exporters about cargo they wish to bring into or take out of the country
- follow Ministry for Primary Industries import health standard procedures when dealing with import requests
- ban, or impose quarantine restrictions on, goods or animals suspected of disease
- board and inspect aircraft and boats entering the country
- check aircraft are insect-free and have appropriate certificates
- inspect cargo and look for any prohibited goods
- inspect imported cars
- interview visitors about their luggage and imports
- inspect the luggage of airport passengers manually, using x-ray machines and sniffer dogs
- identify passengers who are considered a high risk for bringing in prohibited goods
- ensure entry requirements are met by inspecting import documentation and/or the cargo.

Skills and knowledge needed:

- pests, diseases and prohibited materials
- agriculture or horticulture
- Ministry for Primary Industries quarantine regulations and standards
- methods for inspecting different types of cargo
- safety regulations and procedures.

How to enter the job

To become a quarantine officer you need to have either:

- a degree in horticulture, agriculture, botany, forestry or biological sciences
- at least two years' experience in a related industry such as agriculture, horticulture or forestry.

You also need to:

- have a driver's licence
- have relevant work experience
- pass an eye test, including a test for full colour vision
- complete security and police checks.

Secondary education: Useful subjects include English, biology, horticulture and agricultural studies.

Personal qualities needed:

- enquiring and alert
- firm and fair
- observant, with an eye for detail
- safety-conscious
- good communicators
- able to relate to people from a range of cultures
- able to work well under pressure.

Useful experience:

- work in the horticultural, agricultural or forestry industries
- for quarantine officers working as dog handlers, experience with animal handling or veterinary nursing is also useful.

Related jobs: Biosecurity Officer, Customs Officer, Environmental Health Officer, Fishery Officer, Immigration Officer.

Vocational pathways: Social and community services, Primary industries.

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Summary

Radiation oncologists provide radiation treatment and management of patients with cancer and other medical conditions.

Pay:

Pay varies for radiation oncologists and registrars (those in training) depending on seniority, hours, location and frequency of on-call or emergency cover.

- Registrars working for a district health board (DHB) usually earn between \$70,000 and \$175,000 a year.
- Qualified radiation oncologists working for a DHB usually earn between \$151,000 and \$212,000.
- Radiation oncologists working in the private sector earn more than this. Those at the top level may earn up to \$600,000.

Job opportunities: Chances of getting a job as a radiation oncologist are average, due to more doctors specialising in this area.

Length of training: 13 years of training required.

About the job

What you will do:

- talk to patients about their symptoms and illnesses, and examine them
- request appropriate tests and study the results
- study x-rays or other radiographic images and medical reports
- discuss various treatment options with patients and their families, and explain the potential benefits, side effects and outcomes
- determine how to manage the patient's illness
- treat the patient using radiation therapy
- monitor, support and care for patients during and after their treatment
- write reports on the treatment of patients for general practitioners and other medical specialists
- teach trainee radiation oncologists
- carry out research.

Skills and knowledge needed:

- cancer and how to treat it
- anatomy and how the human body works
- different diseases and illnesses
- radiation treatments, and how these affect patients
- new research, treatments and practices
- medical ethics and law.

How to enter the job

To become a radiation oncologist you need to:

- complete the Health Sciences First Year programme at Otago University, or the first year of either the Bachelor of Health Sciences or Bachelor of Science in Biomedical Science at Auckland University
- complete a five-year Bachelor of Medicine and Bachelor of Surgery (MBChB) degree at Otago or Auckland
- work for two years as a house officer (supervised junior doctor) in a hospital
- complete another five years of specialist training and examinations to become a Fellow of the Royal Australian and New Zealand College of Radiologists.

You also need to be registered with the Medical Council of New Zealand.

Secondary education: To enter tertiary training you need to have NCEA Level 3. Useful subjects include maths with calculus and/or statistics, chemistry, physics, biology and English.

Personal qualities needed:

- able to make good decisions, and solve problems
- excellent at analysis and interpretation
- good at time management
- motivated and disciplined
- able to work well under pressure
- good at communicating with, and inspiring confidence in others
- understanding of other cultures' attitudes to medical treatment.

Useful experience:

- work in hospitals or other health-related work, such as in a clinic
- work caring for people.

Related jobs: Medical Radiation Technologist, Diagnostic Radiologist.

Vocational pathways: Social and community services.

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Radiation Therapist

Summary

Radiation therapists are part of a team that uses radiation equipment to treat diseases, mostly cancers, in patients.

Pay:

Pay varies for radiation therapists depending on experience, expertise and management responsibilities.

- Qualified radiation therapists start on about \$51,000 a year.
- Those with two to five years' experience earn about \$57,000 to \$68,000.
- Radiation therapists with extra responsibilities or particular clinical expertise earn about \$75,000 to \$89,000.
- Radiation therapists with management responsibilities can earn up to \$98,000.

Job opportunities: Chances of getting work as a radiation therapist are average, and are better if you are prepared to be flexible about where you work.

Length of training: 3 years of training required.

About the job

What you will do:

- work with radiation oncologists (cancer specialists) to plan and deliver treatment
- take x-rays or computed tomography (CT) scans and patients' measurements, to help to plan radiation treatment
- use computers to work out the amount and length of radiation treatment to give
- make immobilisation devices, such as masks, to keep the body still during treatment
- prepare patients and equipment for treatment
- deliver radiation treatment using high energy x-ray machines
- educate the public and patients about radiation therapy and its side effects.

Skills and knowledge needed:

- radiation treatment methods and radiation equipment
- radiation physics and how radiation affects the body
- anatomy, physiology and pathology
- basic nursing techniques.

Kaihaumanu Pūhihi

How to enter the job

To become a radiation therapist you need:

- a Bachelor of Radiation Therapy, or another qualification recognised by the Medical Radiation Technologists Board
- to be registered with the Medical Radiation Technologists Board.

The Bachelor of Radiation Therapy is only available from the University of Otago's Wellington campus, and there are only 30 places on the course each year. However, you can increase your chances of being accepted on the course by:

- having strong NCEA Level 3 results, or at least one year's university study in science and psychology
- showing you have an interest in, and knowledge of, radiation therapy
- having experience working in a hospital.

Secondary education: A tertiary entrance qualification is required to enter training.

You must have the following NCEA Level 3 subjects:

- English or a language-rich subject, such as classics
- geography
- history
- art history
- te reo Māori or te reo rangatira
- maths (with statistics or calculus)
- biology or physics.

Personal qualities needed:

- understanding, patient and empathetic
- accurate and careful, with an eye for detail
- able to work well under pressure
- safety-conscious
- excellent communicators
- good at planning and organising
- good at research
- good at problem solving.

Useful experience:

- any work involving helping or caring for people
- work in hospitals
- experience with organisations that work with people who have cancer, for example CanTeen or the Cancer Society.

Related jobs: Biomedical Engineer, Medical Radiation Technologist, Diagnostic Radiologist, Radiation Oncologist.

Vocational pathways: Social and community services.

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Summary

Radio presenters introduce music, and present or host programmes on the radio.

Pay:

Pay for radio presenters varies depending on the size of the radio station and the experience and popularity of the presenter.

- Radio presenters may earn anywhere between minimum wage and \$70,000 per year and may work on contract where they are paid only for the time they are on air.

Job opportunities: Chances of getting a job as a radio presenter are poor due to it being a small occupation with high competition for jobs.

Length of training: No specific training requirements.

About the job

What you will do:

- research and prepare for programmes and interviews
- prepare scripts
- operate studio equipment
- select and play programmes and music
- host talkback shows
- interview people
- read news, sports or weather reports
- provide a commentary on live events
- present advertisement interviews (advertorials) with advertising clients
- host outside events such as community events and competitions.

Skills and knowledge needed:

- knowledge of different musical styles and performers
- knowledge of issues and subjects of interest to their audience
- technical skills in order to operate broadcasting equipment.

Knowledge of current affairs is useful for talkback hosts, newsreaders and interviewers.

How to enter the job

There are no specific requirements to become a radio presenter as skills are learned on the job. However, you need a clear speaking voice and a broadcasting qualification or technical equipment training is useful.

Radio presenters usually start work under the direction of a senior presenter.

Secondary education: There are no specific secondary education requirements for this job.

Personal qualities needed:

- confident and able to think quickly on their feet
- relaxed and able to work well under pressure, as they have the attention of an audience and work to strict timetables
- interested in people and the community
- organised
- excellent communicators with good listening skills
- good at planning and research
- good time-management skills
- good pronunciation of English and Māori words.

Useful experience:

- public speaking
- journalism
- sales and marketing
- drama or speech training
- any work in the broadcasting industry.

Related jobs: Sound Technician, Entertainer, Journalist, Production Assistant (Film Television Radio Stage), Television Presenter.

Vocational pathways: Creative industries.

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Railway Shunter

Summary

Railway shunters separate and join the carriages and wagons on trains. They also direct and move freight trains, organise rail freight and conduct safety checks.

Pay:

Pay for railway shunters varies depending on experience.

- Trainee railway shunters usually start on about \$18 an hour.
- Once they have completed training and are fully certified, railway shunters earn about \$21 an hour.
- Team leaders can earn about \$27 an hour.

Job opportunities: Chances of getting a job as a railway shunter are average due a relatively small and stable number of workers but high worker turnover.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- link and unlink train carriages and wagons
- direct train drivers when coupling carriages and engines
- conduct safety checks on trains
- place wagons into sidings (railway parking tracks)
- direct train drivers around the rail yard
- move trains with remote control devices
- adjust railway tracks
- prepare documents about the load on train wagons.

Skills and knowledge needed:

- mechanical and practical skills for moving trains and freight carriages
- knowledge of signalling, wagon types and classes
- knowledge of the layout of railway yards, stations and lines
- understanding of emergency and safety procedures, and first aid
- knowledge of clients' freight requirements.

Kaikōmiri Rerewhenua

How to enter the job

To become a railway shunter you must pass a:

- basic entry test
- medical test that includes drug testing.

The tests are arranged by KiwiRail as part of the job application process.

Railway shunters usually do a short training course at the Woburn Rail School in Wellington. They are also given a full induction at the railway yard where they will be working.

Secondary education: There are no specific secondary education requirements for this job.

Personal qualities needed:

- responsible
- alert
- safety-conscious
- punctual
- quick and efficient, and good organisers
- good communicators
- able to remain calm under pressure.

Useful experience:

- work in a shunting yard or other train-related work
- experience on a worksite.

Related jobs: Aircraft Loader, Train Driver, Stevedore.

Vocational pathways: Construction and infrastructure, Services industries.

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Summary

Rangers supervise, maintain, enhance and protect conservation areas such as forests, coasts, wetlands, national parks, maritime parks, regional parks, reserves, and sites of historical or cultural importance.

Pay:

Pay for rangers varies according to qualifications and experience:

- Rangers with national certificate qualifications and limited experience usually start on about \$33,000 a year. With experience, this could go up to about \$42,000.
- Rangers with a Bachelor's degree in relevant fields and some experience usually start on \$35,000, going up to about \$47,000. Senior rangers in managerial roles earn more.

Job opportunities: Chances of getting a job as a ranger are average – although vacancies appear regularly, competition for jobs is strong.

Length of training: No specific training requirements.

About the job

What you will do:

- monitor, manage and protect native wildlife and plants
- control and monitor pests and weeds
- patrol marine reserves
- make or maintain tracks, toilets, huts, signs, fences and other park and reserve facilities
- maintain and run native plant nurseries
- protect and restore historic sites
- assist and give information to visitors of parks or reserves
- develop and oversee volunteer and education programmes
- build and maintain links with the local community and iwi.

Skills and knowledge needed:

- tramping and hiking experience and knowledge
- horticulture and pest control skills
- animal and bird-handling skills
- an understanding of legislation relevant to conservation work
- knowledge of New Zealand natural history, plants, animals and cultural issues
- knowledge of outdoor recreation
- building and track maintenance skills.

How to enter the job

There are no specific entry requirements to become a ranger. However, a National Certificate in Conservation (Trainee Ranger) is useful. This is a one-year course.

A Bachelor of Science, or completing a conservation or management course is also useful.

Rangers gain many of their skills on the job and/or by completing work-based training courses.

Secondary education: Useful subjects include Māori, English, biology, agricultural and horticultural science, and geography.

Personal qualities needed:

- adaptable and practical
- safety-conscious
- able to remain calm in emergencies
- motivated, as they may have to work in difficult conditions, such as outdoors in bad weather
- able to work independently or as part of a team
- friendly, patient and helpful, as they deal with the public
- knowledgeable about first aid.

Useful experience:

- volunteer conservation work
- taking online courses run by the Department of Conservation
- outdoor experience such as tramping, camping or farming
- doing a First Aid Certificate or Risk Management Certificate course
- building experience
- experience with native birds and insects.

A knowledge and understanding of Māori culture and protocol is also useful.

Related jobs: Zoologist, Zookeeper, Marine Biologist, Biosecurity Officer, Environmental Scientist, Environmental Engineer.

Vocational pathways: Primary industries, Social and community services.

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Real Estate Agent

Summary

Real estate agents arrange the sale of properties and help buyers find suitable properties.

Pay:

- Pay for real estate agents varies as they are usually paid on commission. This is usually a percentage of the price the house sells for.
- According to Census data, the average income for real estate agents in 2013 was \$83,000.

Job opportunities: Chances of getting a job as a real estate agent are average, as there is a shortage of homes for sale.

Length of training: Less than 1 year of training usually required.

About the job

What you will do:

- find out what buyers want, and find properties to suit them
- contact people to see if they want to sell their property
- talk with clients who have property to be sold
- research and calculate the value of properties
- advertise properties for sale
- arrange open homes
- organise and negotiate property sales and contracts
- organise building inspections and reports.

Skills and knowledge needed:

- market trends and property values
- finance, basic accounting and business contracts
- the area they are selling or leasing properties in, and different types of housing
- property and trading laws.

Māngai Hoko Whare/Whenua

How to enter the job

To become a real estate agent you must be licensed with the Real Estate Agents Authority (REAA). This requires you to have one of the following qualifications:

- National Certificate in Real Estate (Salesperson) – Level 4
- National Diploma in Real Estate (Agent) – Level 5
- National Certificate in Real Estate (Branch Manager) – Level 5.

You may also be eligible for a licence if you have completed a comparable university degree, such as a property degree.

Real estate agents must also:

- be over 18
- have a driver's licence and their own car.

Secondary education: Useful school subjects include English, maths and economics.

Personal qualities needed:

- positive and persistent
- excellent at listening and communicating
- skilled at selling and negotiating
- motivated and self-disciplined
- honest, trustworthy and able to keep information private
- patient and helpful
- good at planning and organising, with an eye for detail.

Useful experience:

- sales work
- public relations experience
- any work involving contact with people.

A technical background in building or design may also be useful.

Related jobs: Property Manager, Mortgage Broker, Valuer.

Vocational pathways: Services industries.

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Summary

Receptionists greet visitors and clients and deal with enquiries and requests. Their work includes scheduling appointments, keeping records and doing other administration tasks.

Pay:

Pay for receptionists varies depending on experience.

- Receptionists usually earn between \$35,000 and \$45,000 a year.
- Senior receptionists may earn up to \$50,000.

Job opportunities: Chances of getting a job as a receptionist are average as, although vacancies arise regularly, competition for them is strong.

Length of training: No specific training requirements.

About the job

What you will do:

- greet visitors, clients or patients and notify staff of their arrival
- answer telephone calls and other enquiries
- make appointments for clients or patients
- administrative tasks such as filing, or organising catering
- collect money from clients or patients.

Medical/dental receptionists and admissions officers may also maintain accounts and patient records, and maintain and check hospital waiting lists.

Skills and knowledge needed:

- computer and word-processing skills
- clerical (office work) skills, including telephone skills
- knowledge of administration policies, systems and procedures.

Medical receptionists and admissions officers may also need to know about hospital and staff routines, medical services, booking procedures and timetables, and have an understanding of medical terms.

How to enter the job

There are no specific entry requirements to become a receptionist as skills are usually learned on the job. However, computer skills and customer service experience are valuable.

Secondary education: A minimum of NCEA Level 1 maths and English is recommended.

Personal qualities needed:

- a pleasant and efficient manner
- good communication and listening skills
- planning and organisational skills
- able to multitask and work well under pressure
- able to work independently
- able to keep information confidential.

Useful experience:

- previous customer service experience, such as work in a store or cafe.

Related jobs: Administration Officer, Contact Centre Worker.

Vocational pathways: Services industries.

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Records Adviser

Summary

Records advisers set up and monitor electronic and paper systems so staff in their organisations can file, track, find and correctly dispose of records. They also help staff with filing enquiries.

Pay:

Pay for records advisers varies depending on their experience and skills.

- Records advisers with one to five years' experience usually earn between \$38,000 and \$52,000 a year.
- Senior records managers in large organisations, with experience and qualifications, may earn \$60,000 to \$80,000.
- Records managers earn up to \$100,000.

Job opportunities: Chances of getting a job as a records adviser are average for those wanting to enter the role, but good for those with experience.

Length of training: 1-4 years of training usually required.

About the job

What you will do:

- develop and maintain classification structures, systems and policies for electronic or paper-based records systems
- file, track, retrieve, review and dispose of records
- educate and support staff in good record-keeping
- audit record-keeping systems to ensure they are working properly
- ensure their organisation's record-keeping complies with standards and laws such as the Public Records Act
- manage staff
- lead projects to turn paper records into electronic ones (digitisation).

Skills and knowledge needed:

- knowledge of the laws relating to record-keeping
- knowledge of the organisation they work for
- analysis and reporting skills.

Kaiwhakahaere Kōnae

How to enter the job

Some employers offer training on the job, through Archives New Zealand.

There are several relevant certificates, diplomas and degrees in library and information management that include strands in records management.

The Open Polytechnic is the only provider offering an undergraduate qualification in records management – the Diploma in Records and Information Management (Level 6).

Victoria University of Wellington offers a postgraduate qualification focusing on records management – the Masters in Information Studies (MIS).

Secondary education: Most employers require you to have NCEA Level 3.

Personal qualities needed:

- patient
- logical, with an ability to recognise patterns
- skilled with computers and have a good understanding of information technology
- able to keep information private
- able to think on their feet and identify alternative solutions
- persuasive and persistent, with good communication, negotiation and facilitation skills
- able to work alone and with a broad range of people, and possess good judgement
- skilled at planning and organisation, with a good memory for detail.

Useful experience:

- work in archives
- work in document storage
- work in information management
- work in information technology (IT)
- work as a librarian.

Related jobs: Administration Officer, Archivist, Library Assistant.

Vocational pathways: Services industries.

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Summary

Recreation co-ordinators plan and manage community leisure programmes and events at a variety of venues.

Pay:

Pay for recreation co-ordinators varies depending on experience and where they work.

Pay rates for recreation co-ordinators working in schools as sports co-ordinators:

- New sports co-ordinators usually start on \$32,000 a year and can earn up to \$49,000.
- Senior sports co-ordinators with responsibilities such as budgeting and/or supervising staff earn between \$39,000 and \$67,000.
- Wages for recreation co-ordinators employed on a casual basis range from minimum wage to about \$30 an hour.

Job opportunities: Chances of getting a job as a recreation co-ordinator are average due to it being a small but steadily growing occupation.

Length of training: No specific training requirements.

About the job

What you will do:

- plan and co-ordinate recreation events, competitions and holiday programmes
- work with the community to discuss and develop recreation projects
- prepare budgets and write reports and proposals
- hire, train and supervise staff
- run leisure and recreation centres
- advise councils and commissions on recreation planning and policies
- advise and assist community groups to meet funding requirements.

Skills and knowledge needed:

- knowledge of different sports and recreation activities
- knowledge of the rules of various sports
- an awareness of health and safety
- budgeting, business management and marketing skills.

How to enter the job

To become a recreation co-ordinator you need to have a First Aid Certificate, or get one as soon as you start work. It's an advantage if you have a degree, diploma or certificate in a recreation area such as:

- leisure studies
- physical education
- sports administration
- community recreation.

Most employers also prefer you to have a driver's licence.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful subjects include physical education, English, economics and maths.

Personal qualities needed:

- enthusiastic and patient
- mature and responsible
- good communicators
- good leaders and able to motivate others
- able to get on with a wide range of people
- well organised, with planning and project management skills
- able to work well under pressure to meet deadlines.

Useful experience:

- teaching
- coaching a sport
- involvement in recreational activities or hobbies
- an interest or participation in sport.

Related jobs: Outdoor Recreation Guide/Instructor, Event Manager, Sports Coach/Official.

Vocational pathways: Services industries, Social and community services.

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Recruitment Consultant

Summary

Recruitment consultants help match people with jobs. They work with candidates (people looking for work) and clients (employers looking for people to work for them).

Pay:

Recruitment consultants earn a combination of a base salary and commission.

- Recruitment consultants' base salaries are usually between \$50,000 and \$90,000 a year.
- Recruitment managers' base salaries are usually between \$80,000 and \$130,000 a year.
- Base salaries may be higher in some regions and the amount of commission earned depends on the company worked for and individual performance.

Job opportunities: Chances of getting a job as a recruitment consultant are average, due to stable worker numbers.

Length of training: No specific training requirements.

About the job

What you will do:

- establish and build relationships with businesses (clients)
- help job applicants to identify job vacancies that match their skills
- advertise job vacancies in newspapers and internet sites
- find potential candidates for jobs
- interview, screen (sometimes researching candidates on the internet or social media) and test candidates
- help candidates to update their CVs and prepare for interviews
- shortlist candidates for job vacancies and present them to clients
- negotiate salaries and contracts for candidates
- advise clients and candidates on labour market trends and salaries.

Skills and knowledge needed:

- the ability to understand the needs of a range of businesses and industries, and how they work
- sales and marketing skills, and the ability to create work for their agency
- a good understanding of the economy and employment legislation
- good writing skills for updating CVs and completing reports about candidates.

Kaitohutohu Whiwhi Kaimahi

How to enter the job

There are no specific entry requirements to become a recruitment consultant, but previous work experience in human resources, sales, marketing, retail or customer service is preferred.

Secondary education: No specific secondary education is required for this job, but maths and English to at least NCEA Level 2 is useful.

Personal qualities needed:

- skilled at communicating and relating with people
- skilled at networking and relationship management
- skilled at organising and managing their time
- confident and diplomatic
- quick and efficient, with an eye for detail
- results-focused and goal-oriented
- able to work well under pressure and unsupervised
- friendly, with a positive attitude.

Useful experience:

- work dealing with people, such as sales or human resources.

Related jobs: Sales Representative, Human Resources Adviser.

Vocational pathways: Services industries.

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Summary

Recyclers/dismantlers take apart, separate and sort materials to be recycled or reused.

Pay:

Pay for recyclers/dismantlers varies depending on experience and responsibilities.

- Entry-level recyclers/dismantlers may start on minimum wage or a little more.
- Recyclers/dismantlers experienced in plant and equipment operation may earn between \$18 and \$25 an hour.
- Recyclers/dismantlers with managerial experience, or who run their own businesses, may earn more than this.

Job opportunities: Job opportunities for recyclers/dismantlers are average due to limited growth in the industry but reasonably high worker turnover.

Length of training: No specific training requirements.

About the job

What you will do:

- sort materials, such as paper, plastics, glass and green waste
- press paper, plastic and metal cans into bales
- collect and dispose of solid and hazardous waste
- operate forklifts to load or unload materials.

Dismantlers may do some or all of the following:

- identify and sort different metals for processing or resale
- assess vehicles and make offers to buy them
- assess buildings and make offers to deconstruct them
- remove all saleable parts from vehicles and buildings
- sell parts to garages and the public, and sell vehicle remnants for scrap metal
- sell recycled/salvaged building materials to the public.

Skills and knowledge needed:

- knowledge of sorting and grading requirements for different materials
- thorough understanding of safety procedures and lifting techniques
- knowledge of the value of scrap metal, wood, fixtures, parts and recyclable materials
- mechanical skills for using workshop tools and dismantling vehicles and buildings into usable parts quickly and carefully.

Some recyclers/dismantlers need to be able to drive heavy vehicles such as trucks, or operate heavy machinery such as forklifts.

How to enter the job

There are no specific entry requirements to become a recycler/dismantler, as skills are gained on the job. However, some employers may require you to have a driver's licence, a heavy vehicle licence, or a forklift (F) endorsement on your driver's licence.

Other employers may help you to gain your licence on the job.

Some recyclers/dismantlers choose to work towards national certificates or diplomas in areas such as zero waste and resource recovery, scrap metal recycling, composting or solid waste disposal.

These qualifications are available through the industry training organisation MITO.

Secondary education: There are no specific secondary education requirements for this job.

Personal qualities needed:

- motivated
- efficient
- adaptable
- reliable and punctual.

Useful experience:

- volunteer work at a community recycling centre
- physical labour
- forklift and loader driving
- factory work.

Related jobs: Building and Construction Labourer, Street/Park Cleaner, Forklift Operator, Rubbish/Recycling Collector.

Vocational pathways: Manufacturing and technology.

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Refrigeration/Air-conditioning Technician

Summary

Refrigeration/air-conditioning technicians install, service and maintain refrigeration and air-conditioning systems.

Pay:

Pay for refrigeration/air-conditioning technicians varies depending on their experience and level of responsibility:

- New refrigeration/air-conditioning technicians usually earn minimum wage (apprentices may start on the apprentice minimum wage).
- Qualified refrigeration/air-conditioning technicians can expect to earn between \$20 and \$35 an hour.
- They may earn more than this if they work overtime, are on call, or are self-employed.

Job opportunities: Chances of getting a job as a refrigeration/air-conditioning technician are good due to renewed demand for their services following the 2008-2009 economic recession.

Length of training: 3 years of training usually required.

About the job

What you will do:

- advise clients on different refrigeration/air-conditioning systems
- consult with clients and refrigeration/air-conditioning design engineers about system installation
- assemble and install pipe work for refrigeration/air-conditioning systems
- install or oversee the installation of refrigeration/air-conditioning systems
- check existing refrigeration/air-conditioning systems for leaks and faults
- repair and maintain refrigeration/air-conditioning systems
- test and balance systems once they are installed.

Skills and knowledge needed:

- knowledge of mechanical, electrical and electronic systems
- knowledge of gas systems, atmospheric pressure and temperature
- some basic knowledge of physics and chemistry
- understanding of the advantages and disadvantages of various refrigeration/air-conditioning systems
- skill in interpreting building plans and other working drawings.

Kaihanganarau Pūrere Whakamātao

How to enter the job

There are no specific entry requirements to become a refrigeration/air-conditioning technician, but to become fully qualified you need to enter the job as an apprentice and complete a National Certificate in Refrigeration and Air Conditioning (Level 4).

Refrigeration and air-conditioning apprenticeships are also part of the New Zealand Apprenticeships scheme, which is for people aged over 16 years.

Some employers prefer their refrigeration/air-conditioning technicians to have a driver's licence.

Secondary education: Recommended subjects include NCEA Level 2 English, maths and science.

Personal qualities needed:

- accurate and safety-conscious
- organised
- good communicators
- good at making calculations and problem solving
- able to work independently or in a team
- able to work well under pressure
- comfortable working in enclosed spaces and at heights.

Useful experience:

- plumbing and gasfitting
- work in an engineering workshop
- electrical work or experience in an engineering company.

Related jobs: Mechanical Engineer, Electrical Engineer, Electrical Engineering Technician, Engineering Machinist, Marine Engineer.

Vocational pathways: Manufacturing and technology.

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Summary

Registered nurses assess, treat, care for and support patients in hospitals, clinics, residential care facilities and their homes.

Pay:

Pay for registered nurses varies depending on experience, duties and responsibilities.

- New graduate nurses earn about \$47,000 a year.
- Those with three to five years' experience can earn between \$54,000 and \$68,000.
- Senior nurses with more experience and responsibility can earn between \$68,000 and \$114,000.

Job opportunities: Chances of getting a job as a registered nurse are good for those with experience, but graduates may take up to a year to find work.

Length of training: 3 years of training required.

About the job

What you will do:

- assess, plan, co-ordinate and carry out nursing care to improve patients' health
- administer patients' medication and intravenous drugs
- monitor and assess patients' conditions and record important changes
- visit and educate patients, their families and community groups about health needs, and prevention of accidents and illness
- work with other health professionals, community organisations, employers and government agencies to meet the needs of patients' caregivers, whānau and supporters.

Nurse practitioners are expert nurses in a specialist area of practice. They assess, diagnose and treat patients, and also prescribe medications. Some may run their own health clinics.

Enrolled nurses provide care to patients under the direction of a registered nurse or nurse practitioner.

Skills and knowledge needed:

- excellent nursing skills and knowledge of different nursing methods
- knowledge of how the human body works
- knowledge of different diseases and illnesses
- knowledge of medicines and treatments, and the effects these have on patients
- an ability to assess and monitor patients' conditions
- cultural competency to work with Māori and Pasifika peoples.

How to enter the job

To become a registered nurse you need to complete a Bachelor of Nursing or Bachelor of Health Sciences. You also need to be registered with the Nursing Council of New Zealand and have a current Annual Practising Certificate.

You can also train as an enrolled nurse by completing a Diploma in Enrolled Nursing. Enrolled nurses have a limited scope of practice and work under the supervision of a registered nurse or nurse practitioner.

To become a nurse practitioner you need to have:

- a Master's degree in nursing or health science that involves on-the-job training, and appears on the list of qualifications approved by the Nursing Council of New Zealand
- at least four years' nursing experience in a specific area of practice
- passed a Nursing Council assessment for nurse practitioners.

Secondary education: NCEA Level 3 is required to gain entrance to a Bachelor of Nursing or Health Sciences. You must also have:

- NCEA Level 1 in maths
- NCEA Level 1 in English
- NCEA Level 2 in biology.

Science subjects such as chemistry, health or physics are recommended.

Personal qualities needed:

- good at communicating
- skilled at problem solving
- able to work well under pressure and remain calm in emergencies
- able to keep information confidential
- able to show compassion, and relate to people from various cultures and backgrounds
- patient and helpful.

Useful experience:

- work with young children, families, the elderly or people with disabilities
- social work
- counselling
- community support work
- hospital-based work
- health promotion or other health-related work
- teaching.

Related jobs: Midwife, Nursing Support and Care Worker, Community Karitane.

Vocational pathways: Social and community services.

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Retail Manager

Summary

Retail managers organise and manage the running of retail stores.

Pay:

Pay for retail managers varies depending on their experience and employer.

- Assistant retail managers earn an average of \$17 an hour.
- Retail managers earn an average of \$22 an hour.

Job opportunities: Chances of getting a job as a retail manager are average for those wanting to enter the role, but good for those with experience.

Length of training: No specific training requirements.

About the job

What you will do:

- choose products and determine stock levels and prices
- hire, train and supervise staff
- create and implement buying and marketing policies
- sell goods and services to customers, and advise them on product use
- maintain records of stock levels and financial transactions
- complete budgets and financial plans
- make sure shops comply with health and safety regulations.

Skills and knowledge needed:

- sales skills
- knowledge of the products they are selling, and how they are used
- knowledge of the Consumer Guarantees Act
- knowledge of health and safety regulations
- cash-handling and maths skills
- marketing, financial and business management skills.

Kaiwhakahaere Hokohoko

How to enter the job

There are no specific requirements to become a retail manager. However, you generally need business management skills or experience in retail work.

Most retail managers gain experience in retail sales assistant roles before moving into management positions, and many retail stores have their own in-house management training programmes.

Retail managers can also complete a formal qualification, such as a business management course or the New Zealand Certificate in Retail (Level 3 or 4).

Secondary education: There are no specific secondary education requirements to become a retail manager but useful subjects include English, maths, accounting, economics and business studies.

Personal qualities needed:

- good at communicating
- good at customer service
- mature and responsible
- reliable and honest
- able to lead people
- able to make good decisions
- organised
- able to work well under pressure.

Useful experience:

- sales and marketing
- cash-handling
- customer service
- any other business management work.

Related jobs: Hotel/Motel Manager, Cafe/Restaurant Manager, Retail Sales Assistant.

Vocational pathways: Services industries.

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Summary

Retail sales assistants help customers pick out goods, and collect payment for purchases.

Pay:

Pay for retail sales assistants varies depending on experience and the organisation they work for.

- Entry-level retail sales assistants usually earn the minimum wage.
- Retail sales assistants with experience can earn up to \$45,000 a year.

Job opportunities: Chances of getting work as a retail sales assistant are average, with regular vacancies but strong competition for the roles.

Length of training: No specific training requirements.

About the job

What you will do:

- help customers choose products
- tell customers how to use and care for products
- ring up goods, and collect payment or arrange credit or laybys
- carry out stocktakes and order new stock
- check delivered stock against orders, and ensure it is in good condition
- price and put away stock, and create displays
- handle customer complaints.

Skills and knowledge needed:

- sales skills
- knowledge of the products they are selling, and how they are used
- knowledge of the Consumer Guarantees Act
- cash-handling and basic maths skills
- knowledge of their employer's policies and regulations for operation and sales
- ability to display stock.

How to enter the job

There are no specific requirements to become a retail sales assistant.

Retail sales assistants can work towards a qualification on the job, such as the National Certificate in Retail, or do other specialised training depending on the type of products they sell.

Secondary education: There are no specific secondary education requirements to become a retail sales assistant. However, NCEA Level 1 in English and maths is often preferred.

Personal qualities needed:

- good at communicating
- good at customer service
- good at dealing with the public
- friendly, helpful and polite
- motivated and organised
- reliable and honest.

Useful experience:

- cash-handling
- customer service
- other work that involves helping people.

Related jobs: Retail Manager, Cafe Worker.

Vocational pathways: Services industries.

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Roading Construction Worker

Summary

Roading construction workers make surfaces such as roads, airport runways and driveways, and control traffic around road construction sites.

Pay:

Pay for roading construction workers depends on the type of work they are involved in, their level of experience and responsibility and their location.

- Roding construction workers usually earn \$17 to \$20 an hour.
- Specialist machine operators and team leaders can earn more than this.

Job opportunities: Chances of getting work as a roading construction worker are good due to increasing expenditure on roading projects.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- dig up road surfaces and prepare them for resealing
- do general labouring and carpentry duties
- operate heavy machinery such as graders and rollers
- pour and smooth concrete and asphalt
- check and maintain machinery and equipment
- direct and control traffic moving around their construction site.

Skills and knowledge needed:

- driving skills, if operating vehicles
- knowledge of how to operate heavy equipment and machinery
- knowledge of the materials they use, such as asphalt, road metals and drainage pipes
- knowledge of road construction methods and roadmarking.

Many roading construction workers start out with few or no skills but learn on the job.

Kaimahi Hanga Rori

How to enter the job

To become a roading construction worker you need:

- a minimum of a restricted car driver's licence – however employers usually prefer a full licence
- to pass pre-employment medical and drug tests, and a police check.

Roding construction workers gain skills on the job.

Most start as labourers and move into more specialised roles as they gain skills and qualifications. New Zealand Apprenticeships are available in roading construction. Connexis Industry Training Organisation oversees apprenticeships in roading construction.

Secondary education: There are no specific secondary education requirements for this job.

Personal qualities needed:

- able to follow instructions
- patient and careful
- responsible and motivated
- alert and safety-conscious
- able to work independently and in teams
- able to read plans and maps.

Useful experience:

- doing building and construction
- labouring
- driving heavy vehicles
- using machinery.

Related jobs: Heavy Truck Driver, Building and Construction Labourer, Earthmoving Machine Operator, Civil Engineering Technician/Draughtsperson, Tow Truck Operator.

Vocational pathways: Construction and infrastructure.

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Summary

Roadmarkers use machines to apply markings to roads and surfaces such as airport runways, factory floors, car parks and sports courts.

Pay:

Pay for roadmarkers varies depending on experience and responsibility, and where they work. Pay rates may increase as they gain qualifications, heavy vehicle and dangerous goods licences, and first aid certificates.

- Roadmarker assistants usually start on the minimum wage or a little more and progress to earn \$17 an hour.
- Skilled roadmarkers, known as operators, usually earn between \$18 and \$35 an hour.

Job opportunities: Chances of getting a job as a roadmarker are good due to high turnover.

Length of training: No specific training requirements.

About the job

What you will do:

- control traffic
- lay out traffic cones to protect markings, and pick them up
- check machinery and make minor repairs
- load trucks with equipment and supplies.

Roadmarker operators may also:

- drive roadmarking trucks
- operate roadmarking machines to renew or install markings
- manage health and safety and environmental control
- measure, assess and record their work
- supervise a team.

Skills and knowledge needed:

- knowledge of traffic control
- knowledge of roadmarkings and how to apply them
- ability to operate and repair machinery
- driving skills.

How to enter the job

There are no specific entry requirements to become a roadmarker. However, most employers prefer that you:

- are at least 18 years old
- have a full driver's licence
- can pass a pre-employment drugs test.

A heavy vehicle licence (Class 2 to 4) for driving roadmarking trucks is an advantage. Roadmarkers gain skills on the job and may train for these certificates:

- National Certificate in Roadmarking – Assistant (Level 2 or 3)
- National Certificate in Roadmarking – Operator (Level 3)
- National Certificate in Roadmarking – Senior Operator (Level 3 or 4).

You can apply for Civil Trade Certification if you have either:

- an approved Level 4 qualification and 8,000 hours (around four years) of practical experience
- at least five years' experience in the industry and documentation, such as a logbook, to prove you have a high skill level.

Secondary education: NCEA Level 1 maths and English are useful.

Personal qualities needed:

- able to work well in a team
- able to concentrate and remain alert for long periods when driving vehicles
- good at following instructions
- accurate, with an eye for detail.

Useful experience:

- labouring work
- driving heavy vehicles
- using machinery.

Related jobs: Heavy Truck Driver, Roving Construction Worker.

Vocational pathways: Construction and infrastructure.

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Roofer

Summary

Roofers repair or install roofs using materials such as roofing iron, tiles and shingles.

Pay:

Pay for roofers varies depending on experience, qualifications and location.

- Apprentice roofers usually start on the training minimum wage, but earn more as they gain experience.
- Unqualified roofers with one to three years' experience usually earn between minimum wage and \$20 an hour.
- Qualified roofers with one to three years' experience usually earn between \$18 and \$25 an hour.
- Experienced roofers or supervisors usually earn \$30 to \$40 an hour.

Job opportunities: Chances of getting a job as a roofer are good due to a shortage of workers.

Length of training: 2 years of training usually required.

About the job

What you will do:

- select and estimate the amount of materials to be used
- measure roofs
- erect scaffolding and rig safety equipment
- remove old or damaged iron, tiles or other materials from roofs
- do minor repairs to the structure of roofs
- cut roofing materials to size and attach roofing and cladding to buildings
- install spouting, downpipes and flashing.

Roofers who run their own business may also prepare quotes and invoices for clients.

Skills and knowledge needed:

- knowledge of roof construction and repair
- knowledge of different roofing materials such as tiles, corrugated iron and butyl rubber (roofing rubber)
- the ability to read and interpret building plans
- understanding of the New Zealand Building Code and relevant roofing codes of practice
- knowledge of health and safety regulations, including the proper use of safety equipment.

Self-employed roofers also need small business skills.

Kaihanga Tuanui

How to enter the job

There are no specific entry requirements to become a roofer, as you gain skills on the job. However, employers often prefer to employ someone with a qualification or who is willing to become qualified.

To become a qualified roofer you need to complete an apprenticeship and gain a National Certificate in Roofing – Installer (Level 4).

The Skills Organisation oversees roofing apprenticeships. MasterLink employs and supports roofing apprentices.

Secondary education: No specific secondary education is required for this job, but design and visual communication, technology and maths to at least NCEA Level 2 are useful.

Year 11 and 12 students can learn more about the construction industry, and gain relevant skills, by doing a National Certificate in Building, Construction and Allied Trades (Level 1 and 2) through the BConstructive programme.

For Year 11 to 13 students, the Gateway programme is a good way to gain industry experience.

These programmes may help you gain an apprenticeship, but do not reduce the amount of time it takes to complete it.

Personal qualities needed:

- safety-conscious
- comfortable with heights
- quick and efficient, with an eye for detail
- able to follow instructions
- able to work well as part of a team
- good at basic maths
- organised.

Useful experience:

- work in the building and construction industry, especially plumbing and carpentry.

Related jobs: Building Contractor, Building and Construction Labourer, Carpenter, Plumber, Gasfitter and Drainlayer.

Vocational pathways: Construction and infrastructure.

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Summary

Rubbish/recycling collectors collect household, industrial or commercial rubbish for disposal or recycling.

Pay:

- Rubbish/recycling collectors usually earn between minimum wage and \$20 an hour.
- Owner-drivers earn more, but they have more costs to consider, such as vehicle maintenance.

Job opportunities: Opportunities for rubbish/recycling collectors are average as, although turnover is high, the occupation is declining.

Length of training: No specific training requirements.

About the job

What you will do:

- drive or ride on a rubbish/recycling truck
- pick up bags or bins of rubbish/recycling and throw them into the truck
- separate rubbish for recycling
- operate equipment that crushes rubbish and items for recycling
- unload and clean rubbish/recycling trucks
- drive forklifts or vehicles with tracks or rollers.

Skills and knowledge needed:

- collection routes
- what they should or should not collect
- health and safety guidelines
- correct lifting and carrying techniques
- how to operate rubbish compactors and other types of rubbish/recycling collection vehicles.

Ability to drive a heavy vehicle, forklift or vehicle with tracks or rollers is also useful.

How to enter the job

There are no specific requirements to become a rubbish/recycling collector. However, MITO is currently developing three resource recovery qualifications.

To become a rubbish/recycling truck driver, you need to have a heavy vehicle driver's licence.

It may also be helpful to have a licence with an F, R, T or W endorsement, so you can drive forklifts or vehicles with rollers or tracks.

To drive a forklift you must also have an occupational safety and health (OSH) certificate.

Secondary education: There are no specific secondary education requirements.

Personal qualities needed:

- practical, with an eye for detail
- quick and efficient
- disciplined and punctual.

Useful experience:

- work involving physical labour or driving heavy vehicles.

Related jobs: Heavy Truck Driver, Cleaner, Street/Park Cleaner, Recycler/Dismantler, Roadmarker.

Vocational pathways: Construction and infrastructure.

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Sales Representative

Summary

Sales representatives promote, market and sell products or services to business and professional establishments, or wholesale or retail outlets.

Pay:

Pay for sales representatives varies depending on the size of the company they work for.

- Sales representatives in small to medium-sized companies usually earn \$45,000 to \$60,000 a year.
- Those working for large companies usually earn \$50,000 to \$70,000.
- Sales representatives may also earn bonuses based on meeting sales targets.

Job opportunities: Chances of getting a job as a sales representative are good due to growth in retail sales.

Length of training: No specific training requirements.

About the job

What you will do:

- visit clients to talk about, demonstrate and take orders for products and services
- arrange contract and payment details, and for delivery or installation of products
- train clients in use of products
- answer client enquiries, deal with complaints and arrange for servicing of faulty goods
- keep sales records and predict future market trends
- find and contact potential clients, and develop sales ideas to attract more clients
- organise sales budgets.

Skills and knowledge needed:

- knowledge of the products or services they are selling
- specialist knowledge of the particular industry (such as construction) or market they are selling in, including their competitors' products
- skill in advertising, presenting or promoting the products or services they are selling
- an understanding of contract law
- business, marketing and basic accounting skills.

Kanohi Hokohoko

How to enter the job

There are no specific requirements for becoming a sales representative as training is usually provided on the job.

Some sales representative roles require:

- customer service experience
- relevant product knowledge
- a current driver's licence.

Secondary education: Three or four years of secondary school education is recommended. Useful subjects include maths and English.

Personal qualities needed:

- friendly, patient and helpful
- confident, enthusiastic and persuasive
- motivated, and able to work without direct supervision
- able to work well under pressure.

Useful experience:

- sales work or work within the industry you are selling to
- retail or marketing work
- work involving dealing with money and customers.

Related jobs: Advertising, Sales and Marketing Manager, Buyer, Retail Sales Assistant, Purchasing/Supply Officer.

Vocational pathways: Services industries.

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Summary

Saw doctors repair and sharpen hand, chain, band and circular saws.

Pay:

Pay for saw doctors varies depending on experience and employer.

- Apprentice saw doctors may start on the minimum wage or a little more, with rates increasing as they gain experience and unit standards.
- Experienced saw doctors can earn up to \$25 an hour.

Job opportunities: Job opportunities for saw doctors are poor, but may improve due to a predicted rise in forestry production and construction activity.

Length of training: 4 years of training usually required.

About the job

What you will do:

- examine saws for faults
- weld cracked or broken saws and replace any broken saw teeth
- hammer out any lumps and twists
- sharpen saws by hand or machine
- adjust saws to the right tension
- maintain sawmill equipment and machinery
- complete relevant paper work
- ensure workshop areas comply with safety standards.

Skills and knowledge needed:

- mechanical and technical skills
- knowledge of saw repair, sharpening and maintenance
- knowledge of saw speeds, and wood and metal properties
- an understanding of safe working practices
- welding skills.

How to enter the job

To become a saw doctor you usually begin as a trainee or apprentice, and complete a National Certificate in Solid Wood Processing (Saw Doctoring) while working and attending block courses at the Waiariki Institute of Technology.

Apprenticeships usually take four years to complete, and are overseen by Competenz, an industry training organisation.

Secondary education: NCEA Level 1 in workshop technology, maths and science is usually needed to become a saw doctor trainee or apprentice.

Personal qualities needed:

- accurate, with an eye for detail
- patient and methodical
- practical
- safety-conscious.

Useful experience:

- general engineering work
- timber machining
- work in a sawmill.

Related jobs: Fabrication Engineer, Welder, Wood Machinist.

Vocational pathways: Manufacturing and technology, Primary industries.

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Scaffolder

Summary

Scaffolders put up and take down scaffolding for builders, painters and renovators, and erect temporary seating.

Pay:

Pay for scaffolders varies depending on experience, qualifications and location – pay in Auckland and Christchurch may be higher than in the rest of the country.

- Trainee scaffolders usually start on minimum wage or a little more.
- Scaffolders with initial scaffolding qualifications usually earn about \$20 to \$25 an hour.
- Scaffolders with further scaffolding qualifications can earn \$25 to \$35 an hour.
- Scaffolders working as supervisors or foremen can earn \$30 an hour or more, which is usually paid as an annual salary.

Job opportunities: Chances of getting a job as a scaffolder are good due to high demand for scaffolding for construction.

Length of training: 3-5 years of training usually required.

About the job

What you will do:

- talk with clients and discuss their needs and requirements
- calculate scaffold loadings and decide what scaffolding platform to build
- check worksites for hazards
- unload scaffolding from trucks
- fit steel tubes and support braces together to form the scaffolding framework
- lay wooden boards (sole plates) on the ground to spread the weight of the scaffolding
- fasten ladders and guard rails to scaffolding
- take down scaffolding and load it onto trucks
- check and maintain scaffolding equipment
- regularly inspect erected scaffolding for safety.

Skills and knowledge needed:

- how to calculate loads and forces
- how to erect and disassemble scaffolding
- how to use and care for scaffolding equipment
- building regulations
- workplace and construction site safety regulations
- how to identify potential hazards
- how to interpret building plans and diagrams.

Kaihanga Rangitupu

How to enter the job

To become a scaffolder you need to start as a trainee under the supervision of a qualified scaffolder and gain a New Zealand Certificate in Scaffolding.

The New Zealand Certificates are available at Levels 3, 4 and 5. The industry training organisation The Skills Organisation oversees scaffolding training.

Secondary education: There are no specific secondary education requirements to become a scaffolder. However, NCEA Level 2 in maths and English is useful.

Year 11 and 12 students can learn more about the construction industry and gain relevant skills by doing a National Certificate in Building, Construction and Allied Trades (Levels 1 and 2) through the BConstructive programme.

For Year 11 to 13 students, the Gateway programme is a good way to gain industry experience.

Personal qualities needed:

- safety-conscious, careful and responsible
- practical and accurate, with an eye for detail
- good problem-solvers
- able to follow instructions
- able to work well in a team
- good at communicating
- organised.

Useful experience:

- building construction work
- any jobs involving physical labour and teamwork.

Related jobs: Building and Construction Labourer, Crane Operator, Furniture Packer/Mover.

Vocational pathways: Construction and infrastructure.

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Summary

Science technicians help scientists carry out research, testing and experiments in areas of science such as chemistry, earth sciences, life sciences and physical sciences.

Pay:

- Science technicians (which includes agricultural, medical and science technicians) earn an average of \$56,000 a year.

Job opportunities: Job opportunities for science technicians are average because while research funding has increased in some areas, it has decreased in others.

Length of training: 2-5 years of training usually required.

About the job

What you will do:

- prepare equipment, materials, products and specimens for experiments and surveys
- perform experiments and evaluate the results
- record what happens during experiments, and the conclusions reached
- set up, operate and maintain laboratories for teaching and research
- help with or carry out field and site surveys and tests
- write reports and papers on research results
- maintain databases
- order laboratory supplies and equipment.

Skills and knowledge needed:

- knowledge of a science discipline such as biology, chemistry or physics
- skill in analysing and interpreting research results and other information
- practical skills for performing experiments and operating scientific equipment.

How to enter the job

To become a science technician you need to have a relevant science and/or technology qualification. Some employers require you to have a National Diploma in Science (Level 5 or 6), while others require a Bachelor of Science or a Master's degree in the relevant area of specialisation.

Secondary education: A tertiary entrance qualification is required to enter tertiary training. NCEA Level 2 science and maths is useful.

Personal qualities needed:

- good at research
- enquiring and observant
- patient and safety-conscious
- good problem-solvers
- good written and verbal communicators
- organised, with good planning skills
- able to work well both individually and as part of a team.

Useful experience:

- experience in fields related to the area of science you wish to work in. For instance, experience working with plants is useful for horticultural technicians
- other science or laboratory work.

Science undergraduates often gain experience by working in a lab part time while studying.

Related jobs: Agricultural/Horticultural Scientist, Agricultural Technician, Zoologist, Biochemist, Medical Laboratory Technician.

Vocational pathways: Manufacturing and technology, Primary industries.

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Screen Printer

Summary

Screen printers use stencils and screens to copy designs onto a variety of materials and surfaces such as textiles, metals, walls, plastics and glass. Their skills are used in product branding and labelling, electronic manufacturing, signage and interior design.

Pay:

Pay for screen printers varies depending on experience.

- Apprentices may start on the minimum wage or the minimum training wage, with employers increasing pay as apprentices gain skills and complete unit standards.
- After completion of a 30-month apprenticeship, screen printers usually earn \$37,000 to \$42,000 a year.
- Senior screen printers with more than five years' experience usually earn \$62,000 to \$72,000 a year.

Job opportunities: Chances of getting a job as a screen printer are average for new workers but better for people with experience.

Length of training: 3 years of training required.

About the job

What you will do:

- discuss design requirements with clients
- contribute to the design of a product
- arrange colour-matching and sampling with the original design
- determine the type of screen to be used for the screen printing
- place the stencils on the mesh screen
- place the screen on the materials to be printed and add the ink
- leave the ink to dry and add the other colours
- clean the screens and equipment
- check the quality of the screen-printed products.

Skills and knowledge needed:

- knowledge of different screen-printing methods
- the ability to make up inks and colours
- knowledge of art and design
- an understanding of different materials, particularly the properties of different fabrics
- knowledge of how the final screen-printed product will be used, so they can design it appropriately
- knowledge of the printing industry and screen-printing machinery
- skill in the technical and practical aspects of screen printing.

Kaitā Mata

How to enter the job

There are no entry requirements to work as a screen printer. However, many employers prefer to employ screen printers who have, or are working towards, a qualification.

To become a qualified screen printer, you need to do an apprenticeship and gain a National Certificate in Screen Printing (Level 4) through Competenz.

People wanting to become factory screen printers must be at least 16 years old, have normal colour vision and pass an eyesight test.

Secondary education: Three years of secondary school education is preferred.

Useful subjects include art, technical drawing, mathematics, fabric technology and digital technology.

Some students may be eligible to take part in the Gateway programme, where students can achieve unit standards while still at school.

Personal qualities needed:

- good at listening, communication and problem solving
- good at making decisions
- interested in fabrics and textures and have a good sense of colour
- methodical and patient
- able to work well under pressure
- accurate, with an eye for detail
- safety-conscious, as they work with inks and chemicals.

Useful experience:

- photography
- drawing or design
- any work involving paints or inks
- working with machinery.

Related jobs: Artist, Print Finisher, Graphic Designer, Graphic Pre-Press Worker, Printer, Signmaker.

Vocational pathways: Manufacturing and technology, Creative industries.

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Summary

Secondary school teachers teach one or more curriculum subject areas to students of about 13 to 18 years of age at a secondary school.

Pay:

- Secondary school teachers earn about \$48,000 in their first year and then progress to a maximum of about \$72,000 after seven years.
- School principals earn between \$78,000 and \$148,000.

Additional payments for some secondary school teachers:

- Secondary school teachers who work in a school that is identified as one that is hard to staff, may earn an extra \$3,500 in their third, fourth and fifth years of teaching under the Government's Voluntary Bonding Scheme.
- Those that teach in private or independent schools may be paid an extra \$2,000 to \$3,000 a year.

Job opportunities: Chances of getting a job as a secondary school teacher are average for new graduates due to competition for vacancies, but good for te reo Māori speakers.

Length of training: 4 years of training required.

About the job

What you will do:

- plan, prepare and present teaching programmes
- set and mark assignments and tests
- assess students' work for internally assessed components of qualifications
- keep records and write reports on students
- observe and manage student behaviour in the classroom and other environments such as sports fields
- attend departmental and staff meetings
- meet with parents, whānau or caregivers
- participate in or organise extracurricular activities
- keep up to date with curriculum changes and assessment methods.

Skills and knowledge needed:

- knowledge of teaching methods and learning styles
- knowledge of the curriculum subjects they teach
- knowledge of curriculum assessment and planning
- classroom management skills, including an understanding of behaviour management
- research skills to keep up to date with best practice in teaching
- understanding of school rules and procedures, including safety and emergency procedures.

How to enter the job

To become a secondary school teacher you need one of the following:

- a specialist subject degree followed by a one-year Graduate Diploma of Teaching (Secondary)
- a combined specialist subject degree and secondary teaching qualification.

You need to train to teach at least two curriculum areas, as this gives principals more flexibility with timetabling.

You also need to be registered with the New Zealand Teachers Council and have a Current Practising Certificate, renewable every three years.

The Vulnerable Children Act 2014 means that if you have certain serious convictions, you can't be employed in a role where you are responsible for, or work alone with, children.

The Government wants to encourage more speakers of Māori and Pasifika languages into teaching and offers scholarships that focus on this area of need.

Secondary education: A tertiary entrance qualification is needed to enter university and teacher training.

Personal qualities needed:

- skilled at communicating with students and adults from a range of backgrounds and cultures
- organised, and good at solving problems
- understanding, tolerant and good at listening
- positive, open-minded and able to motivate young people
- able to work well under pressure
- firm and fair, with a sense of humour
- able to work well in a team.

Useful experience:

- counselling experience
- tutoring or coaching work
- work with people with disabilities
- work as a youth group leader
- work as a teacher aide.

Related jobs: Teacher of English to Speakers of Other Languages (ESOL), Primary School Teacher, Kaiwhakaako Māori, Tertiary Lecturer.

Vocational pathways: Social and community services.

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Secretary

Summary

Secretaries format and proofread documents, and carry out other administrative duties in support of managers, legal professionals and other professionals.

Pay:

Pay for secretaries depends on the organisation they work for, their level of experience, and whether they are legal or medical secretaries, or general secretaries.

- General secretaries usually earn between \$36,000 and \$67,000 a year.
- Medical and legal secretaries usually earn between \$43,000 and \$68,000.

Job opportunities: Chances of getting a job as a secretary are poor, due to strong competition for vacancies.

Length of training: No specific training requirements.

About the job

What you will do:

- word process and format letters, reports, court documents, wills, medical reports, and complaints
- proofread documents
- arrange appointments and meetings
- handle incoming and outgoing mail and email
- take and transcribe dictation
- plan and organise functions and travel
- do accounts and billing work.

Skills and knowledge needed:

- word processing
- correct spelling, grammar and vocabulary so they can proofread documents
- basic maths and accounting.

Secretaries specialising in legal or medical secretarial work also need to have knowledge of relevant terminology, procedures and documents.

Hēkeretari

How to enter the job

There are no specific entry requirements to become a secretary.

However, administrative work is useful, as is work experience in a law firm or courthouse (if you want to be a legal secretary), or a medical centre or hospital (if you want to be a medical secretary).

Completing a Certificate in Business Administration is also helpful, but not essential.

Legal secretaries may study on the job towards a Legal Executive Diploma. Medical secretaries may study on the job towards a Certificate in Medical Terminology.

Secondary education: NCEA Level 2 English, maths and computer studies are useful.

Personal qualities needed:

- good at communicating
- reliable and responsible
- good at planning and organising
- accurate
- able to keep information private
- able to work well under pressure.

Useful experience:

- word processing and data entry
- reception work
- administrative work
- customer service
- work at a legal agency, courthouse, or as a court reporter
- work at a medical centre or hospital.

Related jobs: Administration Officer, Legal Executive, Personal Assistant.

Vocational pathways: Services industries.

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Summary

Security officers/guards patrol or guard an area or building to prevent fire, trespassing, theft or vandalism. They may also complete investigations for individuals and businesses, or provide personal protection to a client.

Pay:

Pay for security officers/guards varies depending on skills, experience and the type of work they do.

- Those in training usually earn minimum wage.
- After one to three years' experience they usually earn between \$15 and \$17 an hour.
- Experienced security officers/guards with additional responsibilities can earn between \$17 and \$25 an hour.
- Private investigators can earn up to \$33 an hour.

Job opportunities: Chances of getting a job as a security officer/guard are good due to a shortage of workers.

Length of training: No specific training requirements.

About the job

What you will do:

- patrol properties and buildings to check they are secure and free from fires and other hazards
- maintain order at events where there are large crowds
- pick up and deliver valuables and money, and monitor cash on premises
- perform security checks on staff members
- conduct investigations for clients and prepare evidence for court proceedings
- operate electronic equipment and computer software
- advise clients on personal security, and plan and carry out personal client protection
- detect and investigate theft and other unlawful acts carried out in retail premises.

Skills and knowledge needed:

- security and surveillance methods and equipment
- legal procedures for arrest
- laws on trespass and assault, and personal property
- surveillance techniques.

Private investigators and personal protection officers also need to have knowledge of:

- court procedures and legislation
- how to use cameras and video equipment
- protection procedures and the New Zealand laws that define the limits of their legal powers
- self-defence.

How to enter the job

To become a security officer/guard you must have a Certificate of Approval issued by the Ministry of Justice. This involves a police background check and a public notification, which allows members of the public to raise objections.

You also need to:

- complete mandatory training within three months of starting out as a security guard in order to qualify for the certificate.
- be free of dishonesty, violence or drug convictions in the past seven years.

A first aid certificate may also be useful.

To work as a private investigator you need a private investigator's licence from the Ministry of Justice.

To work as a personal protection officer with the New Zealand Police you must first become a police officer, and then complete a further intensive two-week course.

To work privately as a personal protection officer, you need to have proven experience and a good reputation in the security industry. You must also be registered under the Private Investigators and Security Guards Act.

To work as a loss prevention officer it is useful to have a qualification in retail loss prevention, which can be completed on the job.

Secondary education: There are no specific secondary educational requirements for security officers/guards, but three years of secondary education is recommended.

Personal qualities needed:

- skilled at communicating and able to relate to a wide range of people
- able to remain calm in emergencies
- mature and responsible
- good at solving problems
- alert, with an eye for detail
- honest, reliable and able to keep information confidential.

Useful experience:

- police officer work
- customs officer work
- work as a member of the armed forces
- any job that involves working with the public.

Related jobs: Police Officer, Debt Collector, Corrections Officer, Customs Officer, Firefighter, Quarantine Officer.

Vocational pathways: Social and community services, Services industries.

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Sewing Machinist

Summary

Sewing machinists use industrial sewing machines to make garments and soft furnishings.

Pay:

Pay for sewing machinists varies depending on skills, experience and the type of work they do.

- Sewing machinists starting out can expect to earn between \$14 and \$16 an hour.
- With two to four years' experience, sewing machinists usually earn \$16 to \$18 an hour.
- Those with more than five years' experience can earn up to \$26 an hour.
- Sample machinists (those who can make a mock-up of a garment to show designers or customers) usually earn about \$26 an hour.
- Some machinists are also paid performance bonuses.

Job opportunities: Chances of getting a job as a sewing machinist are average due to the small size of the occupation, but demand for their services is picking up.

Length of training: No specific training requirements.

About the job

What you will do:

- discuss daily work requirements with supervisors
- set up their sewing machines and overlockers
- work on part or all of the product
- clean and maintain sewing machines
- operate thread-trimming and other non-sewing machines
- repair or alter items and do some hand sewing.

Skills and knowledge needed:

- good sewing skills and knowledge of different sewing methods
- knowledge of needle sizes and machine-threading techniques
- knowledge of different types of sewing equipment and fabrics
- knowledge of the types of products they are sewing, and their construction
- practical skills for cleaning and maintaining sewing machines.

Sewing machinists in small businesses may also need to have clothing marking and cutting skills.

Kaiwhakamahi Pūrere Tuitui

How to enter the job

There are no specific entry requirements to become a sewing machinist, but knowledge of fabrics, and sewing skills are essential.

A qualification such as a National Certificate in Clothing Manufacture is useful.

Secondary education: Three years of secondary education is recommended. Useful subjects include clothing and textiles, and other practical technology subjects.

Personal qualities needed:

- patient, with good problem-solving skills
- able to concentrate for long periods
- accurate, with an eye for detail
- able to follow instructions
- reliable, careful and safety-conscious
- able to work well under pressure.

Useful experience:

- dressmaking
- craftwork
- work with fabrics
- any other sewing work.

Related jobs: Clothing Pattern Maker, Textile Process Operator, Clothing Marker/Cutter, Clothing Designer.

Vocational pathways: Manufacturing and technology, Creative industries.

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Summary

Shearers cut the wool from sheep with electric clippers (hand-pieces) or manual clippers (blades).

Pay:

Shearers usually earn about \$150 for every 100 sheep they shear. The number of sheep they can shear depends on their experience, their level of fitness, and the breed and size of the sheep.

- Learner shearers may shear up to 200 sheep a day.
- Experienced shearers should be able to shear between 200 and 300 sheep a day, or more.
- Highly experienced shearers may shear 400 sheep a day or more.
- Almost all shearers are employed on a casual basis. While some shearers get as much as 10 months of employment a year, others may work for as few as three months a year.

Job opportunities: Chances of getting a job as a shearer are good during peak seasons, particularly for experienced workers.

Length of training: No specific training requirements.

About the job

What you will do:

- catch sheep from a small catching pen
- drag sheep out of the catching pen to the shearing stand
- shear the fleece (wool) off in a set pattern of blows (shearing strokes)
- release sheep into a counting-out pen
- clean combs and cutters and sharpen them using a grinder (usually on breaks during the day or at night after work).

Skills and knowledge needed:

- how to catch and handle sheep correctly
- how to hold sheep in the correct position for shearing
- proper lifting and dragging techniques that minimise strain on the lower back
- good shearing techniques
- how to use and maintain hand-pieces (clippers) and machinery such as grinders
- what type of shearing equipment to use in certain conditions.

How to enter the job

There are no specific entry requirements to become a shearer because you learn most skills on the job. However, formal qualifications are becoming more common. Shearers can complete a New Zealand Certificate in Shearing – Blade/Crossbred/Fine (Level 4) while working.

Secondary education: There are no specific secondary education requirements for this job.

Personal qualities needed:

- efficient and methodical
- self-disciplined
- reliable
- patient and tolerant
- adaptable.

A competitive streak is useful because it can help shearers increase their daily tallies.

Useful experience:

- work on farms
- jobs that involve animal-handling.

Related jobs: Farmer/Farm Manager, Farm Worker, Wool Classer.

Vocational pathways: Primary industries.

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Ship's Master

Summary

Ship's masters are in charge of a ship, its crew and any passengers or cargo it is carrying – on the water and in port. On tugs or pilot boats, ship's masters may guide or assist ships in and out of harbours or through difficult waterways.

Pay:

Pay for ship's masters varies depending on their skills and experience, and the type of vessel they work on.

- Masters on small vessels, such as launches, usually earn between minimum wage and \$70,000 a year, and often work part time or seasonally.
- Tug masters usually earn between \$60,000 and \$90,000.
- Harbour pilots usually earn between \$100,000 and \$130,000.
- Ship's masters qualified for large, foreign-going vessels, such as cruise ships, usually earn between \$125,000 and \$250,000.

Job opportunities: Chances of getting a job as a ship's master are good for skilled workers due to a shortage of people in the role.

Length of training: 1-10 years of training required.

About the job

What you will do:

- look after passengers, cargo and the vessel's safety
- plan and execute the vessel's route
- ensure all maritime laws, rules and regulations are followed and records are kept correctly
- ensure maintenance and repairs are carried out
- oversee any emergency operations
- supervise cargo handling.

Tug masters and pilots may also:

- guide and assist ships in and out of harbours and other difficult waterways
- assist with hazard identification, firefighting, pollution control and rescues.

Skills and knowledge needed:

- knowledge of how to run and handle a vessel
- understanding of their vessel and its equipment, including radio and electronics equipment
- navigational skills
- understanding of tides, waters, coastlines, marine hazards and the weather, and how these vary depending on where the vessel is
- knowledge of maritime laws and safety procedures
- knowledge of safety procedures and methods such as firefighting, rescue and collision prevention.

Poutikanga Whakahaere Kaipuke

How to enter the job

You can follow a number of routes to become a ship's master, but all require you to have relevant Maritime New Zealand approved experience and qualifications.

In general, you must:

- have experience in a ship's officer position on a vessel that is above a defined size or weight
- have approved qualifications in first aid, radar, firefighting and survival
- pass seafarer medical tests
- pass eyesight and colour vision tests
- be able to prove you're a 'fit and proper person' with no criminal convictions
- pass Maritime New Zealand exams.

Secondary education: NCEA Level 2 English, maths, physics and other sciences are useful for entering this job, though Level 3 is preferred.

Personal qualities needed:

- mature and responsible
- organised and disciplined
- adaptable
- able to make good judgements
- able to work well in a team.

Useful experience:

- service in the Navy
- work as a deckhand
- any experience at sea or on ships.

Related jobs: Deckhand, Fishing Skipper, Ship's Officer.

Vocational pathways: Services industries.

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Summary

Ship's officers navigate and control the safe operation of a ship and supervise and co-ordinate the activities of deck crew.

Pay:

Pay for ship's officers varies depending on rank, experience and the type of vessel they work on.

- They usually earn between \$60,000 and \$130,000 a year.

Job opportunities: Chances of getting a job as a ship's officer are good as there are not enough trained, experienced workers to meet demand.

Length of training: More than 1 year of training usually required.

About the job

What you will do:

- navigate and control ships
- take charge of ships when on watch
- arrange repairs, fuel and supplies
- supervise the loading, unloading and storage of cargo
- organise crew activities on deck
- organise ship security.

Skills and knowledge needed:

- the requirements of running and supplying a ship
- how to navigate and control a ship
- how to read charts and identify hazards
- the logistics of working with cargo, ballast and fuel
- maritime laws and Maritime New Zealand requirements
- safety procedures and methods such as firefighting, rescue, and collision prevention.

How to enter the job

You can follow a number of routes to become a ship's officer, but all require you to have relevant Maritime New Zealand approved experience and qualifications.

In general, you must have served time at sea:

- on a vessel that is above a defined size or weight
- working as a cadet or apprentice, or in a position of greater responsibility.

You also need to:

- have approved qualifications in first aid, radar, firefighting and survival
- pass seafarer medical tests
- pass eyesight and colour vision tests
- be able to prove you're a 'fit and proper person' with no criminal convictions
- do a course approved by Maritime New Zealand, and pass written and oral exams.

Secondary education: NCEA Level 2 English, maths and physics are recommended.

Personal qualities needed:

- disciplined and responsible
- adaptable
- able to work well independently and as part of a team
- excellent communicators with leadership skills
- well organised
- good at maths.

Useful experience:

- Sea Cadet/Scout training
- deck cadet training with a shipping company
- work as a deckhand
- service in the Navy.

Related jobs: Deckhand, Ship's Master.

Vocational pathways: Services industries.

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Signmaker

Summary

Signmakers design, print and install signs in a range of materials, for indoor and outdoor use. They use computer technology, and occasionally produce signage by hand.

Pay:

Pay for signmakers varies depending on experience.

- Newly qualified signmakers usually earn between minimum wage and \$50,000 a year.
- Signmakers with at least five years' experience usually earn between \$60,000 and \$90,000 a year.
- Signmakers who own their own businesses may sometimes earn more than this.

Job opportunities: Chances of getting a job are poor for newly-qualified signmakers, but good for those with experience.

Length of training: 4 years of training required.

About the job

What you will do:

- discuss design ideas with clients
- create designs, lettering and layouts using a computer or sometimes by hand
- make neon or illuminated (LED) signs
- put signs onto a variety of surfaces, including billboards, vehicles and buildings
- seal finished surfaces with a chemical spray and clear vinyl
- clean and maintain equipment
- prepare quotes.

Skills and knowledge needed:

- skills and knowledge in art, design and layout techniques
- skills in using computers and industrial printers, and knowledge of computer graphic design programmes
- knowledge of hand-lettering techniques for traditional signmaking
- knowledge of paints and solvents, and how they react on different surfaces
- practical abilities, for putting up scaffolding and signs.

Signmakers who run their own companies also need business and marketing skills.

Kaihanga Tohu

How to enter the job

To become a signmaker you need to complete a four-year apprenticeship, which involves on-the-job training and working towards a New Zealand Certificate in Signmaking (Level 4).

Signwriting apprenticeships are available through Competenz.

Secondary education: A minimum of NCEA Level 1 is preferred to enter further training. Useful subjects include English, mathematics, visual arts, digital technology, media studies and design and visual communication.

You can also earn signmaking unit standards through the Gateway programme at your school. The standards include both theory and practical components, so you can gain NCEA Level 2 and Level 3 credits as well as practical work experience.

Personal qualities needed:

- creative, with an eye for layout and design
- good at communicating with clients and interpreting their design briefs
- able to work to deadlines
- good at working in a team environment
- practical, with a hands-on approach to their work
- accurate and detailed.

Useful experience:

- painter
- screen/digital printer
- carpenter
- graphic designer
- draughtsperson.

Related jobs: Artist, Graphic Designer, Painter and Decorator, Screen Printer, Photographer.

Vocational pathways: Services industries, Creative industries.

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Summary

Social workers provide advice and support to people with personal or social problems, and help with community and social issues.

Pay:

Pay for social workers depends on their experience, the type of work they do and their employer. Child, Youth and Family (CYF) and district health boards (DHBs) employ over half of all social workers.

Pay for social workers at CYF varies.

- Qualified social workers start on \$44,381 a year, and can progress to \$65,200.
- Those with extra responsibilities can earn between \$59,200 and \$74,800.
- Practice leaders can earn between \$73,600 and \$99,600.

Pay for social workers at district health boards also varies.

- Social workers employed by DHBs start on \$48,000 a year and progress to \$66,000.
- Senior social workers at DHBs with extra responsibilities can earn between \$69,000 and \$100,000.

Job opportunities: Chances of getting a job as a social worker are average for new graduates but good for those with experience.

Length of training: 4–6 years of training usually required.

About the job

What you will do:

- support people in crisis, talk with them about their problems, and help them make decisions
- help people with support such as benefits and accommodation
- advise people on their rights and opportunities
- write reports and case notes
- give advice on social problems
- work with communities to help build on their strengths
- use the law to ensure that people are held accountable for their offences.

Skills and knowledge needed:

- knowledge of social work practice and theories
- an understanding of social and cultural issues
- knowledge of human behaviour, development, relationships and social systems
- counselling and negotiating skills
- an understanding of the Treaty of Waitangi.

For those who specialise in working with Māori communities, knowledge of Māori language and culture is essential.

How to enter the job

To become a registered social worker, you need to meet the Social Workers Registration Board requirements. This includes demonstrating that you are a 'fit and proper person' and that you hold a recognised qualification such as:

- Bachelor of Social Work or Applied Social Work
- Ngā Poutoko Whakarara Oranga – Bachelor of Bicultural Social Work
- Poutuārongo Toiora Whānau
- an approved two-year Master's degree.

Secondary education: A tertiary entrance qualification is required to enter further training.

Personal qualities needed:

- excellent communicators who can relate to people of all ages and cultures
- good decision-makers, with excellent problem-solving skills
- understanding, empathetic, patient and honest
- reliable, adaptable and able to cope with stressful situations
- able to keep information private and work within a code of ethics
- well organised, with good planning skills.

Useful experience:

- welfare agency work
- youth or community work
- nursing work
- teaching work
- work with families, children or people with disabilities
- counselling and support work, or other work that involves helping people
- work within an iwi/Māori social service
- work with people from various cultures.

Related jobs: Counsellor, Psychologist, Community Worker, Probation Officer.

Vocational pathways: Social and community services.

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Software Developer

Summary

Software developers develop and maintain computer software and websites.

Pay:

Pay for software developers varies. According to an AbsoluteIT salary survey, software developers in the:

- lowest-paid group earned an average of \$58,000 a year
- middle pay range earned an average of \$80,000
- highest-paid group earned an average of \$110,000.

Software developers working as contractors earn an average of \$60 to \$100 an hour.

Job opportunities: Chances of getting a job as a software developer are good due to a shortage of workers.

Length of training: 1–3 years of training usually required.

About the job

What you will do:

- discuss clients' computer program requirements
- work out design specifications for programs
- write programs
- run tests to ensure programs and computer systems are working properly
- maintain and upgrade programs.

Software developers who specialise in developing websites may do some or all of the following:

- develop a technical plan for the website and ways to promote it online
- suggest production methods and necessary equipment, and investigate costs for the website
- liaise with designers and other staff to help design and maintain the website
- integrate the technical, visual and content aspects of the site to produce the finished product.

Skills and knowledge needed:

- computer software and systems
- programming languages and techniques
- the impact of programs on computer hardware (such as monitors, keyboards and printers) and other software (computer programs)
- software development processes such as Agile
- confidentiality, data security and data protection issues.

Kaihanga Pūmanawa Rorohiko

How to enter the job

Software developers usually have one or both of the following:

- a tertiary qualification in computing, software engineering, information systems or business computing
- relevant certification with well-known companies such as Microsoft or Oracle.

Software developers gain many skills on the job and attend a wide range of courses to update their knowledge and techniques.

Secondary education: A tertiary entrance qualification is needed to enter tertiary training. Useful school subjects include computing and digital studies, maths, physics and English.

Personal qualities needed:

- methodical, accurate and patient
- able to work well under pressure, and meet deadlines
- able to work well as part of a team, and with minimal supervision
- skilled at problem solving and decision making
- skilled at verbal and written communication.

Useful experience:

- creating websites
- computer programming
- fixing computer hardware or software problems
- extensive work with computers and the internet
- graphic design and desktop publishing
- client or project management.

Related jobs: Business Analyst, Information Technology Helpdesk/Support Technician, Information Technology Manager, Systems Administrator, User Experience Designer, Accountant.

Vocational pathways: Manufacturing and technology.

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Summary

Solicitors give legal advice, prepare legal documents and study the details of legal arguments.

Pay:

Pay for solicitors varies depending on their experience, the size of the law firm they work in, and the region they work in.

- Graduate solicitors usually earn \$30,000 to \$72,000 a year.
- Solicitors with two to four years' experience usually earn \$33,000 to \$125,000.
- Senior solicitors with at least five years' experience usually earn \$45,000 to \$250,000.

Job opportunities: Chances of getting a job as a solicitor are average for those with at least two years' legal experience.

Length of training: 3–4 years of training usually required.

About the job

What you will do:

- give legal advice to clients, including families, businesses and individuals
- research and study details of the law and examine legal arguments
- prepare legal documents such as wills and affidavits
- prepare and advise on paperwork for property or business deals
- handle clients' funds
- instruct barristers to appear in court on behalf of clients.

Skills and knowledge needed:

- knowledge of New Zealand laws and the legal system
- knowledge of the way courts work
- legal research skills
- skill in researching, interpreting, analysing and evaluating information
- negotiating skills
- writing skills.

How to enter the job

To become a solicitor you need to have a Bachelor of Laws (LLB). After gaining your degree, you must complete a Professional Legal Studies course to be admitted to the roll of Barristers and Solicitors of the High Court of New Zealand.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful subjects include English, history, te reo Māori and classical studies.

Personal qualities needed:

- analytical
- able to think on their feet
- good at working under pressure
- ethical, responsible and able to keep information private
- good problem-solvers
- well organised
- good communicators.

Useful experience:

- general legal work
- research work
- public sector experience.

Related jobs: Barrister, Legal Executive, Judge, Workplace Relations Adviser.

Vocational pathways: Services industries.

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Sound Technician

Summary

Sound technicians record and mix sound for radio, film, television and other media.

Pay:

- Sound technicians on a salary usually earn between \$45,000 and \$80,000 a year.
- Many sound technicians are self-employed and work on short-term contracts. Their daily rates need to cover the cost of equipment, and work may be sporadic.
- Entry-level or assistant sound technicians usually start on \$250 a day.
- Self-employed, experienced sound technicians usually earn between \$350 and \$500 a day.

Job opportunities: Chances of getting a job as a sound technician are poor due to it being a small occupation experiencing little growth.

Length of training: No specific training requirements.

About the job

What you will do:

- discuss requirements with clients
- organise recording sessions
- prepare radio booths and television studios for recording
- choose and set up microphones
- preview sound recordings and adjust quality to correct level
- mix sounds on a mixing desk, and add sound effects
- mix sound for live bands and corporate events
- edit recordings and adjust levels as necessary
- set up and pack out sound equipment
- maintain sound equipment.

Skills and knowledge needed:

- knowledge of sound, music and acoustics
- technical skills to operate sound recording equipment and computer production equipment.

Sound technicians who work on a freelance basis need to have good business skills.

Kaihanganarau Oro

How to enter the job

There are no specific entry requirements to become a sound technician as many skills are gained on the job as an assistant sound technician. However, some experience and demonstrated ability in sound operating is preferred.

A tertiary qualification in a relevant field, such as sound engineering or television, video or film production is useful.

Secondary education: A tertiary entrance qualification is required to enter tertiary training and useful subjects include English, maths and physics.

Personal qualities needed:

- patient, reliable and creative
- show initiative
- able to work well under pressure
- have an eye for detail
- good problem-solvers and decision-makers
- good communicators and team players, as they work closely with others.

Useful experience:

- any previous recording or sound work
- working with computers
- any event work
- music, television or film industry experience.

Related jobs: Film and Video Editor, Radio Presenter.

Vocational pathways: Creative industries.

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Summary

Speech-language therapists assess and treat people who have problems with communication or swallowing. This may include difficulties with speech, language, thought processes or moving their bodies.

Pay:

Pay for speech-language therapists varies depending on experience.

- Graduate speech-language therapists may start on \$47,000 a year.
- Experienced and advanced speech-language therapists may earn between \$70,000 and \$100,000 a year.

Job opportunities: Chances of getting a job are average for newly-qualified speech-language therapists but good for those with experience.

Length of training: 4-5 years of training usually required.

About the job

What you will do:

- assess and diagnose communication disorders such as stuttering or lisps
- co-ordinate and plan treatments
- help individuals learn to speak, move or communicate
- lead group therapy sessions
- help children and adults learn to swallow and eat
- report on their clients
- educate and advise clients and their families.

Skills and knowledge needed:

- knowledge of speech and language
- knowledge of the human body and its physiology
- understanding of medical conditions that can affect speech
- knowledge of psychology and education theory, and child development and health
- knowledge of community and family support services, and where to refer their clients.

How to enter the job

To become a speech-language therapist you need to:

- have a Bachelor of Speech and Language Pathology (Hons) or a Bachelor of Speech and Language Therapy (Hons)
- complete a Masters in Speech and Language Pathology or a Master of Speech-Language Therapy Practice.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful subjects include biology, chemistry, health, languages, te reo Māori and English.

Personal qualities needed:

- patient and supportive
- able to put people at ease
- good communicators
- able to work with people of all ages, cultural backgrounds and lifestyles.

Useful experience:

- experience with young children.

Related jobs: Audiologist/Audiometrist, Dietitian, Occupational Therapist, Physiotherapist.

Vocational pathways: Social and community services.

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Summary

Sports coaches/officials coach and instruct athletes, and officiate at sporting events.

Pay:

Pay for professional sports coaches varies depending on the sport and the level at which they coach.

- Many sports coaches/officials are volunteers, and many who are paid still rely on supplementary jobs to make a living.
- The starting rate for sports coaches working on a casual, part-time basis is \$15 to \$25 an hour.
- Entry-level, full-time sports coaches can earn \$31,000 a year or more.
- With further experience and coaching success, sports coaches may work as regional or national coaches, and can earn more than \$80,000. A car and performance bonuses may be included for senior coaching roles.
- Some sports reimburse expenses or may have a small game fee for officials. A small number of sports, such as rugby and cricket, pay salaries to top level officials.

Job opportunities: The chances of working as a paid sports coach/official are average, although specialised instructors in snowsport and skydiving are in demand.

Length of training: No specific training requirements.

About the job

What you will do:

- help athletes learn the skills, rules and tactics of a sport
- organise practice sessions and develop training programmes and drills
- motivate teams or individuals
- identify and encourage talented players
- select players for teams and events
- referee, umpire and keep time for sports competitions or games
- judge and award points in sports competitions
- look after equipment and ensure players use it correctly.

Skills and knowledge needed:

- the skills, rules and tactics of the sport they coach or officiate
- coaching and teaching techniques that support athlete learning and development
- how different weather conditions could affect an event, or an athlete's performance
- sport science and first aid.

How to enter the job

Entry requirements for sports coaches/officials vary, as each national sporting body has its own requirements. Usually sports coaches need:

- previous experience and success as a sportsperson
- previous work as a sports coach, which may be as a volunteer sports coach
- a good working knowledge of the sport they wish to work in so they can pass theory exams and practical tests.

Sports coaches who work with children may need to pass a police background check and/or hold a first aid certificate.

The Vulnerable Children Act 2014 means that if you have certain serious convictions, you can't be employed in a role where you are responsible for, or work alone with, children.

Coaches who want to work with high-performing sportspeople can apply to the High Performance Sport New Zealand Coach Accelerator Programme.

Secondary education: There are no specific secondary educational requirements, though NCEA Level 1 is recommended.

Useful subjects include:

- physical education
- food and nutrition
- maths
- information technology
- English.

Personal qualities needed:

- fair
- able to make decisions quickly
- able to motivate, lead and inspire athletes and teams
- good at planning, management and organisation
- patient, tactful, observant and analytical
- excellent at communicating.

Useful experience:

- participating in sport at a competitive level
- work as an assistant or volunteer coach or official
- teaching
- work in sports administration.

Related jobs: Personal Trainer/Fitness Instructor, Outdoor Recreation Guide/Instructor, Professional Sportsperson.

Vocational pathways: Services industries.

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Summary

Statisticians collect, analyse, interpret, then present numerical information to assist in decision making.

Pay:

- According to 2013 Census figures, the median pay for statisticians is \$71,000 a year.

Job opportunities: Chances of getting a job as a statistician are average – while opportunities are limited for new graduates, demand is good for experienced statisticians.

Length of training: 3 years of training usually required.

About the job

What you will do:

- design methods of collecting data such as surveys, experiments and questionnaires
- use statistical techniques and models to forecast results, trends and needs
- identify data trends, and the differences and relationships between different sets of data
- use computers to make graphs, tables and charts of data
- check data is accurate
- write reports and present findings to clients
- provide data to help policy-makers.

Skills and knowledge needed:

- statistics
- relevant software
- different research methods, including which methods to use for particular types of statistical data
- designing surveys and analysing and interpreting information from surveys.

How to enter the job

To become a statistician you need a Bachelor's degree as a minimum qualification, usually with some statistics papers.

The most preferred subjects are:

- statistics
- mathematical sciences
- economics/econometrics
- business and management.

However, some employers may prefer you to have a postgraduate degree.

Secondary education: A tertiary entrance qualification with good grades in maths with calculus and maths with statistics is usually required.

Personal qualities needed:

- logical and methodical
- accurate, with an eye for detail
- client-focused
- skilled at writing, and communicating with clients
- motivated and able to work to deadlines
- good at planning and organising
- good at decision making and problem solving.

Useful experience:

- any work using maths and statistics
- work with market research companies
- work with surveys, polls and data analysis.

Related jobs: Actuary, Economist.

Vocational pathways: Services industries, Social and community services.

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Sterilising Technician

Summary

Sterilising technicians clean, sterilise and package surgical instruments and other hospital equipment, soft goods and linen in a sterilisation unit.

Pay:

Pay rates for sterilising technicians vary depending on experience and qualifications.

Those who work for district health boards:

- usually start on about \$31,000 a year
- can progress in steps to earning about \$49,000
- with extra skills or responsibilities can earn between \$46,000 and \$54,000.

Job opportunities: Chances of getting a job as a sterilising technician are average due to it being a small but steadily growing occupation.

Length of training: 2 years of training usually required.

About the job

What you will do:

- clean and disassemble surgical equipment and instruments
- load and operate washing and sterilising machines
- re-assemble and repackage equipment and instruments for different operations
- ensure sterile instruments and equipment are distributed to hospital surgical wards as ordered
- answer customer requests for information about the sterile service.

Skills and knowledge needed:

- knowledge of sterilising techniques, and surgical equipment and instruments
- knowledge of safe working practices including appropriate protective clothing.

Kaihanganarau Whakahoromata

How to enter the job

You become a sterilising technician, you need to:

- gain a position as a trainee sterilising technician
- become a member of the New Zealand Sterile Services Association
- study for a Certificate in Sterilising Technology (Level 3), from the New Zealand Open Polytechnic.

Most sterilising technicians study by correspondence while working and training on the job.

Trained sterilising technicians can do a Certificate in Advanced Sterilisation Technology (Level 5) from the Open Polytechnic.

Secondary education: At least three years of secondary education is recommended. Useful subjects include English, maths and science.

Personal qualities needed:

- pay attention to detail
- follow instructions
- work as part of a team with other health professionals.

Useful experience:

- any background in health administration or health services – such as nursing.

Related jobs: Anaesthetic Technician, Biomedical Technician, Medical Laboratory Technician.

Vocational pathways: Social and community services.

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Summary

Stevedores operate a variety of heavy machinery to load, unload, tally and stow the cargo of a ship.

Pay:

Pay for stevedores varies depending on the employer.

- Stevedores starting out usually earn between \$45,000 and \$55,000 a year.
- With two to three years' experience, they can earn up to \$60,000.
- Those in supervisory roles can earn up to \$90,000.

Job opportunities: Job opportunities for stevedores are average due to an increase in casual labour and changes in shipping schedules, which have resulted in less work.

Length of training: No specific training requirements.

About the job

What you will do:

- load and unload boats
- operate heavy vehicles and machinery, such as straddle carriers, forklifts and ships' cranes, to load and unload cargo from trucks, ships and rail transport services
- position goods in the holds of ships
- secure cargo on ships using braces to hold it in place
- carry out safety checks on equipment
- secure and release mooring lines of ships
- clean out ships' tanks and holds.

Skills and knowledge needed:

- knowledge of health and safety procedures
- skill operating heavy machinery such as straddle carriers, forklifts and ships' cranes
- knowledge of how to handle different types of cargo, particularly containers of dangerous substances
- knowledge of basic customs and shipping company documents
- the ability to interpret ship loading plans.

How to enter the job

There are no specific entry requirements to become a stevedore as you gain skills on the job. However, employers usually prefer you to have a driver's licence because most jobs on wharves involve driving vehicles.

A Class 2 (heavy vehicle) driver's licence with an F endorsement (allowing the vehicle to be driven on public roads) is the minimum needed to drive heavy vehicles such as straddle carriers and large forklifts.

Some employers may require you to pass a medical test.

Secondary education: There are no specific secondary education requirements for becoming a stevedore, but a minimum of NCEA Level 1 maths and English is recommended.

Personal qualities needed:

- adaptable and practical
- safety-conscious
- able to follow instructions
- good communicators.

Useful experience:

- knowledge of port and freight industries
- work experience at heavy plant facilities.

Related jobs: Crane Operator, Storeperson, Forklift Operator, Packhouse Worker.

Vocational pathways: Services industries.

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Stonemason

Summary

Stonemasons work with stone to construct or renovate buildings, fittings, walls and paving, or to create monuments in cemeteries.

Pay:

Pay for stonemasons varies depending on experience and location. Pay is usually higher in regions with greater demand, such as Auckland and Christchurch.

- Stonemason apprentices usually start on the training minimum wage.
- Unqualified/inexperienced stonemasons working as labourers usually start on the minimum wage.
- Experienced stonemasons usually earn between \$20 and \$30 an hour.
- Highly skilled stonemasons can earn up to \$40 an hour.
- Self-employed stonemasons with specialist skills can earn more than \$40 an hour, but their income depends on the success of their business.

Job opportunities: Demand for stonemasons is average for newly qualified people and good for experienced workers.

Length of training: 2-4 years of training usually required.

About the job

What you will do:

- talk to clients, design plans and provide quotes
- split, cut and shape stone, and set in place using techniques such as dry stone walling, concreting or reinforcing
- mix, pour and lay concrete and cement
- set stone panels onto building walls
- lay and polish stone floor tiles
- design, create and inscribe headstones and other memorials (monumental masonry).

Skills and knowledge needed:

- skill in working with different types of stone
- stone-cutting and building skills
- knowledge of stone-polishing techniques
- knowledge of safe work practices, and general building practices
- design skills.

Self-employed stonemasons must also have small business skills.

Pouwhakanao Kōhatu

How to enter the job

There are no specific entry requirements for becoming a stonemason. However, to become qualified, you can complete a New Zealand Certificate in Stonemasonry (Level 4). This is available as either:

- an apprenticeship overseen by the Building and Construction Industry Training Organisation (BCITO)
- a two-year full-time course through Otago Polytechnic in Cromwell.

The New Zealand Stone Masons Association can help you find stonemasons who take on and train apprentices.

Secondary education: No specific secondary education is required for this job, but NCEA Level 2 maths, English and design and visual communication subjects are useful.

Year 11 and 12 students can learn more about the construction industry and gain relevant skills, by doing a National Certificate in Building, Construction and Allied Trades (Level 1 and 2) through the BConstructive programme.

For Year 11 to 13 students, the Gateway programme is a good way to gain industry experience.

These programmes may help you gain an apprenticeship, but don't reduce the amount of time it takes to complete it.

Personal qualities needed:

- accurate, with an eye for detail
- practical and patient
- safety-conscious
- motivated and good at solving problems
- artistic and able to visualise a finished product
- good at basic maths.

Useful experience:

- brick and blocklaying
- concreting, plastering or labouring.

Art or design experience is also useful.

Related jobs: Bricklayer.

Vocational pathways: Construction and infrastructure, Creative industries.

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Summary

Storepeople receive, check, store and send out goods from a warehouse, business or organisation.

Pay:

Pay for storepeople depends on their employer, level of experience and their responsibilities.

- Unskilled storepeople usually earn minimum wage.
- Semi-skilled storepeople earn about \$17 to \$20 an hour.
- Skilled storepeople earn about \$22 an hour.
- Warehouse managers/distribution supervisors earn about \$28 an hour.

Job opportunities: Job opportunities for storepeople are good because it's a large, growing occupation.

Length of training: No specific training requirements.

About the job

What you will do:

- receive and unpack incoming goods
- make and take orders for goods
- assemble and pack outgoing orders, and send them out
- check the quantity and quality of goods coming in, and going out
- check invoices and keep records up to date
- drive a forklift or use a pallet jack to unload or move goods.

Skills and knowledge needed:

- knowledge of the type of goods they are handling
- knowledge of stock control and storeroom/warehouse procedures
- knowledge of health and safety regulations and procedures to minimise any potential hazards
- skill operating machinery such as forklifts or pallet jacks
- people management skills if in a management or supervisory role.

How to enter the job

There are no specific requirements to become a storeperson, but some employers may require you to have a National Certificate in Occupational Safety and Health (Workplace Safety).

If the job involves using a forklift, you will need a Class 1 driver's licence with an F endorsement. The NZ Defence Force also recruits and trains people with similar skills and duties to storepeople.

Warehouse managers need to have previous experience in a warehouse. A National Certificate in Distribution at Levels 2, 3 or 4 may also be useful.

More advanced qualifications in logistics and transport management are also available.

Secondary education: There are no specific secondary education requirements, but English and maths are useful.

Personal qualities needed:

- accurate, with an eye for detail, as they need to record which goods have been received and dispatched
- honest, as they have access to their business's goods
- able to work well with others.

Useful experience:

- retail work
- work as a courier
- truck or forklift driving
- work involving taking inventories.

For those wanting to get into management roles, any supervisory or management experience is useful.

Related jobs: Customs/Freight Broker, Purchasing/Supply Officer, Forklift Operator.

Vocational pathways: Services industries.

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CV Builder

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Street/Park Cleaner

Summary

Street/park cleaners sweep and clean streets, gutters, footpaths and other public areas such as parks and car parks.

Pay:

Street/park cleaners usually earn between \$16 and \$21 an hour, depending on their employer, the region they work in and their experience.

Job opportunities: Opportunities for street/park cleaners are poor due to the small size of the occupation and people staying in the role for a long time.

Length of training: No specific training requirements.

About the job

What you will do:

- sweep footpaths, public spaces and gutters with a broom or sweeper truck
- use water-flushing equipment to clear gutters and unblock street drains
- cut growth away from the roads and footpaths
- clear away slips and fallen trees
- empty litter bins
- maintain public toilets and street furniture
- remove graffiti and posters from places such as walls and park benches.

Skills and knowledge needed:

- have knowledge of how to use and care for their machinery and cleaning equipment
- have a thorough understanding of safety procedures
- be familiar with the streets and parks in the areas where they are working.

Kaitahitahi Papa Rehia/Huarahi

How to enter the job

Street/park cleaners usually need to have a Class 1 driver's licence.

Street/park cleaners who drive sweeper trucks will need to have a current Class 2 driver's licence and previous experience driving trucks.

Secondary education: There are no specific educational requirements to become a street/park cleaner, but two years of secondary education is recommended.

Personal qualities needed:

- practical
- reliable and able to follow instructions
- responsible and polite
- observant and careful, with an eye for detail.

Useful experience:

- forestry and farm work
- driving heavy vehicles
- work on construction sites
- cleaning experience
- any work involving manual labour.

Related jobs: Caretaker, Cleaner, Rubbish/Recycling Collector.

Vocational pathways: Services industries.

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Summary

Surgeons consult with patients and operate on people to treat and manage disease and injuries.

Pay:

Pay varies for surgeons and for registrars (those in training), depending on seniority, hours, location and frequency of on-call or emergency cover.

- Registrars working for a district health board (DHB) usually earn between \$70,000 and \$175,000 a year.
- Qualified surgeons working for a DHB usually earn between \$151,000 and \$212,000.
- Surgeons working in the private sector earn more than this. Those at the top level may earn up to \$600,000.

Job opportunities: Chances of getting a job as a surgeon are good due to a shortage of workers.

Length of training: 13-15 years of training required.

About the job

What you will do:

- examine patients and decide whether operations are needed
- consult with other medical professionals about patient care and treatment
- perform and manage operations
- instruct and manage patients' post-operative care
- check on patients' progress while they are in hospital
- keep medical records and send final reports to general practitioners
- provide follow-up care for patients
- teach medical students and trainee surgeons
- carry out research.

Skills and knowledge needed:

- knowledge of anatomy and how the human body works
- surgical skills and knowledge
- knowledge of different diseases, illnesses and injuries
- knowledge of medicines and treatments and the effect these have on patients
- diagnostic skills
- up-to-date knowledge of research, treatments and practices
- knowledge of medical ethics and law.

Surgeons need to have some knowledge of other medical specialities such as oncology, radiology and pathology.

How to enter the job

To become a surgeon you need to:

- complete the Health Sciences First Year programme at Otago University, or the first year of either the Bachelor of Health Sciences or Bachelor of Science in Biomedical Science at Auckland University
- complete a five-year Bachelor of Medicine and Bachelor of Surgery (MBChB) degree at Otago or Auckland
- work for several years as a supervised junior doctor in a hospital
- complete another five to seven years of specialist training and examinations to become a Fellow of the Royal Australasian College of Surgeons.

You also need to be registered with the Medical Council of New Zealand.

Secondary education: To enter tertiary training you need to have NCEA Level 3. Useful subjects include maths with calculus and/or statistics, chemistry, physics, biology and English.

Personal qualities needed:

- accurate and careful, with an eye for detail
- motivated and disciplined
- quick and efficient
- able to work well under pressure
- able to make good decisions, and solve problems
- good time management
- excellent at analysis and interpretation
- good at report writing
- good at communicating and inspiring confidence in others
- understanding of other cultures' attitudes to medical treatment.

Useful experience:

- work in hospitals or other health-related work, such as in a clinic
- work caring for people.

Related jobs: Anaesthetist, Pathologist, Physician, Diagnostic Radiologist, General Practitioner, Gynaecologist/Obstetrician, Radiation Oncologist.

Vocational pathways: Social and community services.

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Survey Interviewer

Summary

Survey interviewers collect facts and opinions by interviewing people. They conduct interviews for market research companies and other organisations.

Pay:

Pay for survey interviewers varies depending on experience.

- Those starting out usually earn between \$15 and \$19 an hour.
- Experienced survey interviewers may earn between \$20 and \$40.
- Some companies offer performance incentives and long-service incentives.
- Some experienced survey interviewers are self-employed. They contract their services to market research companies for an hourly rate, which is usually between \$20 and \$40.

Job opportunities: Chances of getting a job as a survey interviewer are good as vacancies come up often.

Length of training: No specific training requirements.

About the job

What you will do:

- phone people to make appointments for interviews
- interview people in person or by telephone at their home or business
- approach and interview people in the street, or other public places such as railway stations or shopping centres
- ask set questions on the survey questionnaire
- record the answers on a survey form, computer or tablet
- keep a record of the interview for the survey supervisor.

Skills and knowledge needed:

- knowledge of their interview topic and different interview methods
- good communication and people skills for dealing with a wide variety of people
- good listening skills for accurately recording information
- research and writing skills, including the ability to spell correctly
- good keyboard and computer skills.

Kaiuiui Rangahautanga

How to enter the job

Survey interviewers usually train on the job. However, to become a survey interviewer you may also need:

- a good standard of spoken and written English
- good keyboard and computer skills
- a driver's licence.

Secondary education: There are no specific secondary education requirements for this job. However, NCEA Level 1 English and maths are preferred.

Personal qualities needed:

- outgoing, confident and motivated
- tactful, polite and friendly
- able to put people at ease
- persistent and patient
- able to follow instructions
- accurate and honest when recording information
- able to keep information private
- good at planning and organising.

Useful experience:

- interviewing
- sales
- public relations work
- hospitality work.

Related jobs: Receptionist, Demonstrator, Insurance Agent, Telemarketer.

Vocational pathways: Services industries.

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Summary

Survey technicians measure and study land under the direction of a land surveyor or engineer.

Pay:

- Survey technicians who are still working towards their Diploma in Surveying can earn between \$29,000 and \$40,000 a year, depending on where they work.
- Once qualified, survey technicians usually earn between \$35,000 and \$55,000.

Job opportunities: Job opportunities for survey technicians are average in most parts of the country but good in Christchurch.

Length of training: More than 3 years of training required.

About the job

What you will do:

- take measurements and plot out land divisions using survey equipment
- process data and make calculations gathered from fieldwork and surveys
- make observations, record measurements and collect other data about the land
- draft and interpret plans for land use
- prepare reports using the measurements and data calculations
- supervise the work of survey assistants.

Skills and knowledge needed:

- knowledge of surveying methods
- the ability to interpret drawings and plans
- the ability to read maps, and judge contours and distances
- knowledge of how to use and care for survey equipment such as theodolites (small, tripod-mounted telescopes that measure horizontal and vertical angles)
- skill using surveying and computer-aided design (CAD) software
- good mathematical knowledge, particularly in trigonometry
- an understanding of the laws and legislation relating to land use and surveying

How to enter the job

To become a survey technician you need a National Diploma in Surveying (Level 6), which can be gained through full-time or part-time study, and typically takes at least three years to complete.

Secondary education: Survey technicians need to have NCEA Level 2 in English and maths, and preferably one science subject.

Useful subjects include computer science, technical drawing, geography, physics or economics.

Personal qualities needed:

- methodical and accurate
- patient
- able to work well under pressure, as they often work to deadlines
- able to work independently as well as in a team.

Useful experience:

- work as a survey assistant
- draughting, engineering and/or cartography work
- tramping, orienteering and map reading experience
- experience in other outdoor pursuits.

Related jobs: Surveyor, Civil Engineering Technician/ Draughtsperson.

Vocational pathways: Construction and infrastructure.

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Surveyor

Summary

Surveyors map the Earth's surface, including sea, river and lake beds. They determine boundaries, locations, topographic features and man-made structures.

Pay:

Pay for surveyors depends on experience and qualifications.

- Graduates earn \$40,000 to \$50,000 a year.
- Newly licensed surveyors earn \$50,000 to \$65,000.
- With five or more years' experience, surveyors usually earn between \$52,000 and \$80,000.
- Surveyors who are managers, business partners or self-employed may earn significantly more than this.

Job opportunities: Job opportunities for surveyors are good because there is a shortage of people in the role.

Length of training: More than 4 years of training required.

About the job

What you will do:

- survey and monitor land or seabed
- carry out land title surveys and set boundaries
- check the accuracy of records and measurements
- prepare maps, plans and charts to give pictorial representations of the land or seabed
- map out location and design of structures such as new roads and pipelines
- report on survey data to clients and councils
- discuss surveying or land development projects with clients, local authorities, other professionals or local iwi
- ensure project proposals comply with council district plans and liaise with the council to deal with any issues
- prepare resource consent applications, including environmental impact assessments.

Skills and knowledge needed:

- knowledge of survey methods
- the ability to interpret and use information from maps, graphic drawings and measurements taken in the field
- physics and maths, particularly trigonometry
- computer skills and the ability to use computer-aided design (CAD) software
- good general knowledge of environmental issues, earth sciences and civil engineering
- understanding of issues such as land rights, land ownership and boundary definitions
- understanding of relevant legislation such as the Resource Management Act, local by-laws and town planning regulations.

Kairuri

How to enter the job

To become a surveyor, you need to have a Bachelor of Surveying (BSurv). The four-year professional degree is offered only by the University of Otago School of Surveying.

Those wanting to work as a hydrographic surveyor also need to complete a Postgraduate Diploma in Science, specialising in hydrography.

The Royal NZ Navy also trains a small number of hydrographic surveyors.

Secondary education: A tertiary entrance qualification is needed to enter university, and usually Level 3 NCEA is preferred.

Useful subjects include English, maths with calculus and statistics, geography, computer studies, physics, economics and graphics.

Personal qualities needed:

- patient and precise, with an eye for detail
- adaptable, as they may work on different types of projects
- able to work under pressure and to deadlines
- comfortable working in an office and outdoors
- methodical and precise when taking measurements.

Useful experience:

- work as a surveyor's assistant or technician
- experience working in cartography, draughting or engineering
- experience working at a mining or construction site.

Related jobs: Mining Engineer, Survey Technician, Architect, Civil Engineer.

Vocational pathways: Construction and infrastructure.

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Summary

Systems administrators develop, maintain and administer organisations' operating systems, database management systems, and security policies and procedures.

Pay:

Pay for systems administrators varies, and the:

- lowest-paid group earn an average of \$50,000
- middle pay range earn an average of \$68,000
- highest-paid group earn an average of \$80,000 a year.

Systems administrators working as contractors earn an average of \$46 to \$80 an hour. Those in the:

- lowest-paid group earn an average of \$71,000
- middle pay range earn an average of \$85,000
- highest-paid group earn an average of \$97,000 a year.

Database administrators working as contractors earn an average of \$50 to \$120 an hour.

Job opportunities: Chances of getting a job as a systems administrator are good due to a shortage of workers.

Length of training: 2-4 years of training usually required.

About the job

What you will do:

- plan and develop operating systems and associated server hardware
- install and support operating systems
- ensure that storage, archiving, backup and recovery procedures are functioning correctly
- find and fix hardware and software problems
- test new systems and install new applications
- train people to use the organisation's computer system or organise external training programmes.

Systems administrators who specialise as database administrators may do some or all of the following:

- design and build a database management system that stores an organisation's records
- monitor the performance and security of the database, and minimise the risk of the database failing or being hacked.

Skills and knowledge needed:

- a range of computer operating systems
- new developments in computer and security systems
- computer principles and protocols
- the effects of new technology on clients and their work.

Database administrators also need to have knowledge of at least one database management system.

How to enter the job

To become a systems administrator you usually need a diploma or degree in computing, information systems or business computing.

Systems administrators may also have a diploma in systems administration, while database administrators may have a diploma in database administration.

Systems administrators gain many skills on the job and may attend a wide range of courses to update their knowledge and skills.

Secondary education: Useful school subjects include maths, physics, computer studies and English.

Personal qualities needed:

- methodical and accurate
- good at problem solving and time management
- good at planning and organising
- adaptable and patient
- able to work well under pressure
- able to communicate well, as they need to relay complex information about computers in easily understood terms.

Useful experience:

- previous work with computers or operating database management systems, such as Cisco, Oracle or Microsoft.

Related jobs: Business Analyst, Software Developer, Information Technology Helpdesk/Support Technician, Information Technology Manager, Network Administrator.

Vocational pathways: Manufacturing and technology.

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Table Games Dealer

Summary

Table games dealers lead and control games played at casinos, calculate winnings and losses, and pay out winning bets.

Pay:

Pay for table games dealers varies depending on their experience, skills and qualifications.

- Trainee table games dealers usually earn about \$15 to \$16 an hour.
- Trained table games dealers, with at least 150 hours of experience, earn about \$19.
- Table games dealers with training and experience in several card games can earn up to about \$21.

Job opportunities: Chances of getting a job as a table games dealer are average, with casinos often employing staff to work part time or on a casual basis.

Length of training: No specific training requirements.

About the job

What you will do:

- open the cash float and game table
- check the cards and equipment that will be used in the game
- exchange money for chips
- start and control the game
- calculate the number of chips players have won and lost
- pay out chips
- close the float and table, and make sure it all balances.

Table games dealers are usually trained in only a few games.

Skills and knowledge needed:

- knowledge of the rules of the game they are dealing and the procedures they have to follow
- understanding of what different bets mean and what they are worth
- knowledge of security risks that may occur in the casino
- good maths skills.

Kaimahi Wharepeti

How to enter the job

To become a table games dealer you must:

- be over 20 years old
- undergo a police background check
- hold a Certificate of Approval from the Department of Internal Affairs.

Table games dealers are trained by the casino before they start working, and continue to gain skills on the job. They may complete further training through ServiceIQ.

Secondary education: There are no specific educational requirements, but a good standard of English and maths is preferred.

Personal qualities needed:

- friendly and outgoing
- enjoy working with the public
- good at communicating and listening, as they may have to deal with people who do not speak English as their first language
- good at dealing with difficult customers
- tactful, honest and reliable
- able to work quickly and accurately.

Useful experience:

- money-handling or customer service roles.

Related jobs: Bank Worker, Bartender, Waiter/Waitress, Retail Sales Assistant.

Vocational pathways: Services industries.

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Summary

Taxi drivers/chauffeurs drive vehicles to transport passengers from one place to another.

Pay:

How much a taxi driver/chauffeur earns depends on:

- whether they own their own vehicle
- where they work, what hours they work and how many hours they work
- their employer.

However, they usually earn between \$15 and \$25 an hour.

Job opportunities: Chances of getting a job as a taxi driver/chauffeur are good, due to steady growth in the industry and reasonably high workforce turnover.

Length of training: Less than 1 years of training required.

About the job

What you will do:

- drive a taxi, limousine or luxury vehicle
- collect passengers and drive them to where they want to go
- ensure passenger safety
- collect fares and give change
- look after passengers' luggage, sometimes checking it in at airports or hotels
- keep records of rides and fares
- keep the vehicle clean and tidy
- be responsible for maintaining the vehicle if they own it.

Skills and knowledge needed:

- excellent driving skills
- knowledge of the Road Code and relevant transport regulations
- good map reading skills, and knowledge of local places, street names and the fastest routes to take
- an understanding of basic car maintenance, so they can care for their vehicle.

Owner-drivers need to have business skills.

How to enter the job

To become a taxi driver you need to:

- have held a Class 1 (full) driver's licence for at least two years
- have a Passenger (P) endorsement, which includes police clearance
- gain an Area Knowledge Certificate
- pass a medical test and a taxi knowledge test.

To become a chauffeur or ride-share driver you need to:

- have a current driver's licence of the appropriate class for the weight/type of the vehicle you are driving
- have a Passenger (P) endorsement, which includes police clearance
- be employed by the holder of a passenger service licence (PSL) or hold your own PSL.

Some chauffeurs working with VIPs will need to pass security checks. Further information on driver licensing is available from New Zealand Transport Agency, which also provides a list of approved course providers for occupational drivers.

Secondary education: There are no specific secondary education requirements for taxi drivers/chauffeurs, but English and maths are useful.

Personal qualities needed:

- punctual
- able to communicate in English
- honest, friendly and polite
- responsible, as they must look after their passengers' safety
- alert and patient
- reasonably good at maths so they can calculate change.

Useful experience:

- customer service work
- any work that involves driving.

Related jobs: Driving Instructor.

Vocational pathways: Services industries.

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Teacher Aide

Summary

Teacher aides assist teachers in a classroom by working with students on a one-on-one basis, or in groups. Some teacher aides work in the school library or in the information and communications technology (ICT) suite.

Pay:

Pay for teacher aides and special education assistants varies depending on experience, qualifications and responsibilities. Teacher aides can work up through a graded salary scale, usually progressing up a step each year within their grade:

- Grade A has two steps, starting on \$15.26 an hour and going up to a maximum of \$15.58.
- Grade B has eight steps, starting on \$15.58 an hour and going up to a maximum of \$19.29.
- Grade C has eight steps, starting on \$19.29 an hour and going up to a maximum of \$23.95.

Special education assistants work alongside a teacher or a therapist, with children who have a physical disability. They start on minimum wage and after one year can earn a maximum of \$15.44 an hour.

Job opportunities: Chances of getting a job as a teacher aide are average because vacancies arise regularly, but competition is high.

Length of training: No specific training requirements.

About the job

What you will do:

- work with students one on one, and in small groups, following a programme prepared by the teacher
- help with extra activities such as physical exercise or physiotherapy
- meet with teachers and parents to discuss students' progress
- help teachers plan lessons for students with special educational needs
- give medication to students who need it
- assist with personal care for a student, such as toileting or eating.

Skills and knowledge needed:

- working with and implementing programmes for students who have special needs
- the school curriculum and specialist subject areas
- different teaching methods and learning styles
- child learning and development
- safety and emergency procedures
- first aid procedures.

Kaiāwhina Kaiako

How to enter the job

There are no specific requirements to become a teacher aide, but relevant experience and a relevant qualification, such as a certificate in teacher aiding or diploma in education support, may be preferred by employers.

You can study for the diploma at various locations in New Zealand, or via distance learning with Massey University.

Teacher aides must also undergo a police background check.

The Vulnerable Children Act 2014 means that if you have certain serious convictions, you can't be employed in a role where you are responsible for, or work alone with, children.

Secondary education: A minimum of three years of secondary education is preferred.

Personal qualities needed:

- understanding and patient
- skilled at communicating with children and adults
- practical, organised and able to solve problems
- adaptable and creative
- able to relate to people from a range of cultures
- able to work well as part of a team.

Useful experience:

- childcare work
- nursing
- teaching
- working with people with a disability
- parenting.

Related jobs: Early Childhood Teacher, Primary School Teacher, Secondary School Teacher, Private Teacher/Tutor, Kaiwhakaako Māori.

Vocational pathways: Social and community services.

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Teacher of English to Speakers of Other Languages (ESOL)

Summary

Teachers of English to speakers of other languages (ESOL teachers) teach people from non-English speaking backgrounds how to speak, read and write in English.

Pay:

Pay for ESOL teachers varies depending on their qualifications, experience and who they work for.

- ESOL teachers are usually paid an hourly rate in private language schools. They may earn between \$25 and \$32 an hour, equivalent to \$30,000 and \$40,000 a year, for a 25-hour working week.
- Qualified ESOL teachers at primary and secondary schools usually earn between \$46,000 and \$72,000.
- ESOL teachers at universities and polytechnics can earn from \$50,000 to \$75,000, depending on the institution.

Job opportunities: Chances of getting a job as an ESOL teacher are average, due to growing demand at public schools balancing out declining demand at private language schools.

Length of training: 1-5 years of training usually required.

About the job

What you will do:

- analyse students' language abilities and assess their needs
- design and prepare learning materials and course outlines
- make sure suitable learning aids and resources are available
- prepare and present lessons
- work with individual students to set up learning objectives, such as speaking and pronunciation, or reading and writing skills
- monitor and report on student progress
- teach skills for coping in a new community.

Skills and knowledge needed:

- a thorough knowledge of the English language
- an understanding of language learning and teaching principles
- practical teaching and classroom management skills
- skill in planning lessons
- research skills, including how to locate useful resources for students.

ESOL teachers at secondary schools also need knowledge of curriculum subjects to work with students studying them, or to help teachers prepare class material for ESOL students.

Kaiako Reo Pākehā (ki te Hunga Kōrero Reo Kē)

How to enter the job

To become an ESOL teacher at a primary or secondary school you need to be a registered teacher and preferably have an ESOL qualification, such as:

- Cambridge Certificate in English Language Teaching for Adults (CELTA)
- Certificate in TESOL
- Cambridge Diploma in English Language Teaching for Adults (DELTA)
- a graduate or postgraduate certificate or diploma in Teaching of English to Speakers of Other Languages (TESOL) or second-language teaching.

You also need to be registered with the New Zealand Teachers Council and have a Current Practising Certificate, renewable every three years.

The Vulnerable Children Act 2014 means that if you have certain serious convictions, you can't be employed in a role where you are responsible for, or work alone with, children.

To become an ESOL teacher at a tertiary institution – for example, in a university preparing students for academic study – it's preferable to have:

- a Master's degree in TESOL, second-language teaching or applied linguistics
- a minimum of two years' relevant experience.

To teach in a private language school there are no specific entry requirements, but it is recommended that teachers complete an ESOL qualification.

Secondary education: A tertiary entrance qualification is required to enter further training.

Personal qualities needed:

- good at solving problems
- skilled at listening and building relationships
- interested in, and understanding of, people from a range of cultures
- positive, friendly and approachable
- adaptable, energetic and good at motivating people
- patient and creative.

Useful experience:

- teaching
- experience of learning to speak another language
- volunteering as a home tutor.

Working as an unqualified ESOL teaching assistant in a school is useful experience before completing a teaching qualification.

Related jobs: Early Childhood Teacher, Primary School Teacher, Kaiwhakaako Māori, Tertiary Lecturer, Secondary School Teacher.

Vocational pathways: Social and community services.

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Technical Writer

Summary

Technical writers produce content for printed and online documents, such as user guides, manuals, intranet and website pages, and present it in a way that can be easily accessed and understood.

Pay:

Pay for technical writers varies depending on their skills, experience, and the type and size of organisation they work for.

- New technical writers can expect to earn about \$45,000 to \$60,000 a year.
- Technical writers with one to three years' experience earn between \$60,000 and \$75,000.
- Those with over four years' experience and good qualifications may earn up to \$110,000.
- Self-employed technical writers usually earn between \$45 and \$100 an hour.

Job opportunities: Chances of getting a job as a technical writer are good due to high demand for their skills.

Length of training: No specific training requirements.

About the job

What you will do:

- work with managers, developers, users and other interested parties to identify their information needs
- plan, research and write clear, accurate content such as instructions, overviews and policies
- analyse work tasks, and manage documentation projects
- design the layout and structure of documents
- create language and style guides
- design and draw business, scientific or technical diagrams/charts
- edit work of other writers for consistency and clarity
- test content for its usability
- manage translations.

Skills and knowledge needed:

- ability to analyse, interpret, simplify and communicate technical information
- knowledge of the specialist area they are writing about
- ability to edit, design and lay out technical documentation
- skills in word processing, web publishing and graphic design.

Kaitito Hangarau

How to enter the job

There are no specific entry requirements to become a technical writer. However, excellent writing skills are required and most employers look for people with a tertiary qualification such as an English degree or a technical writing qualification.

Tertiary qualifications in subjects such as science, engineering, electronics, computer science or commerce are valuable for technical writers in industries where this subject knowledge is required.

Secondary education: A tertiary entrance qualification is needed to enter further training. Useful subjects include English and other languages, computing and graphics.

Personal qualities needed:

- excellent communicators, both in writing and orally
- quick learners
- approachable, and able to relate to a wide variety of people
- good at planning, time management and project management
- methodical, persistent and determined.

Useful experience:

- experience in the field they are writing about
- writing, editing or publishing work.

Related jobs: Author, Journalist, Editor, Business Analyst, Graphic Designer.

Vocational pathways: Manufacturing and technology, Services industries.

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Summary

Telecommunications engineers study, design, test and build telecommunications networks and systems.

Pay:

Pay for telecommunications engineers varies depending on responsibility, experience and area of specialisation.

- Telecommunications engineers with up to five years' experience usually earn between \$45,000 and \$70,000 a year.
- Those with more than five years' experience usually earn between \$70,000 and \$90,000.
- Senior specialists may earn up to \$120,000.

Job opportunities: Chances of getting a job as a telecommunications engineer are good due to a shortage of workers.

Length of training: 2-4 years of training usually required.

About the job

What you will do:

- analyse customer needs and requirements
- design telecommunications equipment and systems, and keep them up to date
- test equipment for faults, and repair faulty equipment
- make sure new equipment meets government regulations
- build and test prototypes of new equipment
- advise on building materials and costs
- prepare and present reports and proposals on telecommunication-related problems
- supervise the installation and use of telecommunications equipment
- provide training for company staff once new equipment has been installed.

Skills and knowledge needed:

- knowledge of electronics, communication systems and mechanics
- up-to-date knowledge of engineering methods, technology and industry trends
- an understanding of telecommunication rules and standards
- design skills, and skill in interpreting drawings and designs.

How to enter the job

To become a telecommunications engineer you need a tertiary qualification in telecommunications, electrical and electronics, or computer science.

Some employers offer cadetships, which allow you to study for a National Certificate in Telecommunications (Level 3) while working in the industry.

The New Zealand Army also offers training for recruits who want to become engineers specialising in telecommunications.

Secondary education: A minimum of NCEA Level 2 in English, chemistry, physics, and maths with calculus and statistics is required.

Personal qualities needed:

- disciplined and patient
- good at maths
- good with computers
- good at problem solving and decision making
- good written and verbal communicators
- well organised, with good time management skills
- able to make good judgements and work well under pressure.

Useful experience:

- telecommunications
- computing
- engineering.

Related jobs: Electronics Engineer, Electrical Engineer, Telecommunications Technician, Electronics Trades Worker, Electrical Engineering Technician.

Vocational pathways: Manufacturing and technology.

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Telecommunications Technician

Summary

Telecommunications technicians install, maintain and repair electronic communications equipment in telecommunication networks and internet supply systems.

Pay:

Pay for telecommunications technicians varies depending on experience.

- Telecommunications technicians usually earn between \$39,000 and \$49,000 a year.
- Technicians with more than five years' experience usually earn between \$50,000 and \$70,000.
- Senior technicians and supervisors may earn more.

Job opportunities: Chances of getting a job as a telecommunications technician are good due to growing demand.

Length of training: 4 years of training usually required.

About the job

What you will do:

- examine equipment and systems to find and repair faults
- update and maintain existing equipment
- install telecommunications equipment, and connect it to networks
- test repaired, updated or newly installed items
- assist with selecting sites for equipment
- carry out general administration duties.

Skills and knowledge needed:

- knowledge of electronics and electrical circuits
- knowledge of computer software and hardware
- up-to-date knowledge of new technology, including communication technologies
- skill with tools and testing equipment
- a basic knowledge of first aid and health and safety regulations.

Kaihanganarau Torotoro Waea

How to enter the job

To become a telecommunications technician you need to complete a telecommunications apprenticeship and gain a National Certificate in Telecommunications (Level 4).

However, some telecommunications technicians enter the job with a New Zealand Certificate in Telecommunications (Level 3). Telecommunications apprenticeships are available through The Skills Organisation.

Employers may require telecommunications technicians to be registered electrical service technicians.

Secondary education: NCEA Level 1 maths, English and science are recommended to enter this job, and computers and electronics are also useful.

Personal qualities needed:

- practical, quick and efficient
- accurate, with an eye for detail
- responsible, alert, and safety-conscious
- good at problem solving
- good communicators
- able to work well on their own or as part of a team.

Useful experience:

- experience working with electronics
- engineering work
- computer work
- telecommunications work.

Related jobs: Line Mechanic, Telecommunications Engineer, Information Technology Helpdesk/Support Technician, Electrician.

Vocational pathways: Manufacturing and technology.

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Summary

Telemarketers promote or sell goods or services to people and companies by telephone.

Pay:

Pay for telemarketers depends on the organisation they work for.

- Some companies pay a low base wage, but offer commissions based on sales.
- According to industry sources, telemarketers can earn up to \$15 an hour.
- Some experienced telemarketers are self-employed. They contract their services to market research companies for an hourly rate, which is usually between \$20 and \$40.

Job opportunities: Chances of getting a job as a telemarketer are good due to high turnover.

Length of training: No specific training requirements.

About the job

What you will do:

- use the telephone to take calls from, or make calls to customers
- explain the product or service they are promoting to customers
- raise funds or make sales over the telephone
- ask people to pay their bills
- keep records of sales, and interested customers
- make appointments for sales representatives
- follow up on telephone messages left by customers
- gather information about customers and conduct polls or surveys
- update company databases.

Skills and knowledge needed:

- knowledge of the companies, products or services they call people about
- knowledge of different sales techniques and how to approach people in ways that will invite them to answer
- a good telephone manner.

Telemarketers may also need to have keyboard and data entry skills.

How to enter the job

To become a telemarketer, you need to have a good standard of English.

Telemarketers are trained on the job. Employers may also send their staff on telemarketing courses.

Secondary education: NCEA Level 1 is preferred.

Personal qualities needed:

- good listeners
- skilled at communicating
- good at customer service
- tolerant, tactful and patient
- confident
- persuasive
- motivated
- able to manage their time well.

Useful experience:

- sales and customer service experience
- any other work involving contact with the public.

Related jobs: Sales Representative, Retail Sales Assistant, Demonstrator, Market Research Analyst, Survey Interviewer.

Vocational pathways: Services industries.

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Television Presenter

Summary

Television presenters introduce, present or host programmes on television.

Pay:

Pay for television presenters varies depending on their profile, experience and responsibility.

- Many presenters are employed on short-term contracts and only work part time.

Job opportunities: Chances of getting a job as a television presenter are poor due to high competition for a small number of jobs.

Length of training: No specific training requirements.

About the job

What you will do:

- host game shows, current affairs, sports, arts or educational programmes
- read news, sports or weather reports
- interview people
- report on issues and events
- research and write scripts
- attend production meetings
- attend promotional events, conferences and social functions.

Skills and knowledge needed:

- good interviewing skills
- good knowledge of their area of specialisation – such as sports or current affairs
- knowledge of the television production process.

Kaipānui Pouaka Whakaata

How to enter the job

There are no specific educational requirements to become a television presenter, but a good level of spoken English or Māori is essential.

Completing television, film, video or journalism courses is useful for television presenters.

Secondary education: There are no specific secondary education requirements for this job.

Personal qualities needed:

- confident and relaxed on television
- able to work well under pressure
- able to accept criticism, and follow instructions
- able to relate to people from a wide range of cultures
- good communicators
- good planners and organisers.

Useful experience:

- work as a radio announcer or journalist
- experience in theatre, film, television or radio
- drama or speech training.

Related jobs: Actor, Entertainer, Journalist, Radio Presenter.

Vocational pathways: Creative industries.

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Summary

Tertiary lecturers teach at universities, colleges of education, polytechnics, wānanga and other post-secondary education providers. They may carry out research to be published.

Pay:

Pay for tertiary lecturers varies depending on qualifications and experience, the size and type of institution and the collective pay agreements.

Polytechnics and institutes of technology:

- Tertiary lecturers at polytechnics and institutes of technology usually earn between \$48,000 and \$79,000 a year.
- Senior lecturers can earn up to \$90,000 and principal lecturers can earn up to \$102,000.

Universities:

- University lecturers usually earn between \$69,000 and \$92,000 a year.
- Senior lecturers can earn up to \$115,000.
- Associate professors can earn between \$113,000 and \$139,000.
- Professors can earn from \$132,000 to \$177,000.

Job opportunities: Chances of getting a job as a tertiary lecturer are good due to a shortage of workers.

Length of training: 1-8 years of training usually required.

About the job

What you will do:

- prepare and give lectures, workshops and tutorials to students
- prepare and mark assignments, essays and exams
- give academic advice to students and supervise their research
- do research, write reports and publish articles on their subject area
- attend and present at conferences on their subject area
- visit students at work placements.

Skills and knowledge needed:

- up-to-date knowledge of their subject area
- teaching and lecturing skills
- research skills, and up-to-date knowledge of research methods
- skills in different styles of writing, such as writing courses, lectures and research
- knowledge of assessment methods and regulations.

How to enter the job

Entry requirements for tertiary lecturers vary depending on where you want to teach.

To lecture at a university you need to be studying towards or have completed a Master's degree, or have a Doctorate. You also need experience in teaching and research. Having published research is an advantage.

To lecture at a polytechnic or institute of technology you usually need a minimum of a national diploma and work experience in the subject you teach.

Secondary education: A tertiary entrance qualification is required to enter further training.

Personal qualities needed:

- excellent at communicating, including being able to network effectively with other academics and professionals
- good at planning and organising
- able to understand different cultures
- skilled at analysing information
- skilled at using problem-solving skills
- approachable and open-minded
- enquiring and accurate when carrying out research.

Useful experience:

- work in your field of subject expertise
- teaching experience.

Related jobs: Chemist, Historian, Medical Physicist, Economist, Secondary School Teacher.

Vocational pathways: Social and community services.

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Test Analyst

Summary

Test analysts design and carry out testing processes for new computer software and systems, analyse the results and identify any problems.

Pay:

Pay for test analysts varies. According to an AbsoluteIT salary survey, test analysts in the:

- lowest-paid group earned an average of \$60,500 a year
- middle pay range earned an average of \$79,000
- highest-paid group earned an average of \$130,000.

Test analysts working as contractors earn an average of \$60 to \$120 an hour.

Job opportunities: Chances of getting a job as a test analyst are good due to a shortage of workers.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- design and develop tests for software and systems to detect faults
- keep written records of defects and bugs that are discovered during testing
- analyse the defects and bugs to identify what is causing them
- develop or recommend solutions to fix any problems discovered during testing
- track the success of the solutions
- keep software and systems documentation up to date.

Skills and knowledge needed:

- programming methods and technology
- computer software and systems
- project management.

Kaitātari Whakamātautau

How to enter the job

To become a test analyst you usually need a diploma or degree in computing, information systems or business computing.

You may also need a relevant industry certification such as International Software Testing Qualifications Board (ISTQB) Certified Tester.

Test analysts gain many skills on the job and may attend a wide range of courses to update their knowledge and skills.

Secondary education: A tertiary entrance qualification is needed to enter tertiary training. Useful school subjects include computing/digital technologies, maths, physics and English.

Personal qualities needed:

- methodical, accurate and patient
- able to work well under pressure, and meet deadlines
- able to work well as part of a team, and with minimal supervision
- skilled at problem solving
- skilled at verbal and written communication.

Useful experience:

- previous work with computers or programming
- research and analysis
- any quality control or assessment work.

Related jobs: Software Developer, Business Analyst, Systems Administrator, Information Technology Helpdesk/Support Technician.

Vocational pathways: Manufacturing and technology.

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Summary

Textile process operators carry out a variety of tasks in the production of materials such as yarn, cloth and carpet.

Pay:

Pay for textile process operators depends on their skills, experience and level of responsibility.

- People starting out in the role may start on minimum wage or a little more.
- Experienced textile process workers can earn up to \$24 an hour.

Job opportunities: Opportunities for textile process operators are poor due to few new positions being created.

Length of training: 0-2 years of training required.

About the job

What you will do:

- weave or knit fabrics, clothes and carpets
- operate the machinery used to make textiles
- wash and blend wool, yarn or cloth
- check the quality of products
- spin wool or other fibres to make yarns
- dye or bleach materials
- press, stretch or waterproof materials.

Skills and knowledge needed:

- knowledge of textiles and the products being made
- knowledge of weaving, sewing and knitting methods
- knowledge of safety regulations
- understanding of quality control methods
- practical skills, including the ability to use machinery
- good communication skills because teamwork is an important part of the job.

Those interested in senior positions may also find supervisory skills useful.

How to enter the job

There are no specific requirements for becoming a textile process operator, as you gain skills on the job. Textile process operators can complete a National Diploma in Textiles Manufacture while working.

Secondary education: Three years of secondary education is recommended. Useful subjects include clothing and textiles and other practical technology subjects.

Personal qualities needed:

- able to follow instructions
- accurate and careful
- patient
- quick and alert
- responsible
- practical.

Useful experience: Experience in assembly work is useful for textile process operators.

Related jobs: Chemical Production Operator, Sewing Machinist.

Vocational pathways: Manufacturing and technology.

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Toolmaker

Summary

Toolmakers make and repair tools and other precision parts and equipment.

Pay:

Pay for toolmakers depends on where they work and how much experience they have. According to industry sources:

- Apprentice toolmakers and those with less than two years' experience usually earn between \$30,000 and \$40,000 a year.
- Toolmakers with two to five years' experience usually earn between \$40,000 and \$60,000.
- Senior toolmakers, or those working in supervisory positions, can earn up to \$80,000.

Job opportunities: Chances of getting a job as a toolmaker are average because although there has been a drop in manufacturing, regular vacancies arise.

Length of training: 4 years of training usually required.

About the job

What you will do:

- study clients' drawings and instructions
- design tools and equipment on computers using computer-aided design (CAD) software
- select metal or plastic to be used
- measure and mark the metal or plastic pieces
- set and operate machines to cut and shape the metal or plastic
- check measurements and put parts together
- polish and harden tools and equipment
- test the finished product
- maintain and repair tools
- maintain machinery used for making tools.

Skills and knowledge needed:

- knowledge of tool and instrument construction
- knowledge of the properties of metals and plastics
- ability to read and interpret plans and drawings
- ability to operate computer-controlled machinery.

Ringa Utauta

How to enter the job

There are no specific entry requirements to become a toolmaker. However, most employers prefer you to have completed an apprenticeship and gained a National Certificate in Mechanical Engineering (Level 4), with a strand in toolmaking.

Competenz, an industry training organisation, oversees toolmaking apprenticeships.

Secondary education: To become a toolmaker apprentice or trainee, NCEA Level 1 graphics, technical or computer-aided drawing, maths, science and workshop technology are recommended.

Personal qualities needed:

- accurate and patient
- good at problem solving
- able to follow instructions
- safety-conscious
- well organised, with good planning skills
- able to work well independently, and as part of a team.

Useful experience:

- work in an industrial workshop
- any work using hand tools
- any work with plastics, wood or metals
- operating woodwork or metalwork machinery
- welding and sheet metal work.

Related jobs: Metal Worker, Fabrication Engineer, Mechanical Engineer, Engineering Machinist, Welder.

Vocational pathways: Manufacturing and technology.

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Summary

Tour guides escort people on sightseeing, educational or other tours, and describe points of interest.

Pay:

Pay for tour guides varies depending on how many hours they work.

- Tour guides usually earn between \$25,000 and \$60,000 a year.
- Tour guides tend to be self-employed and work on short-term contracts.
- Many tour guides do not work year-round.

Job opportunities: Chances of getting a job as a tour guide are average and depend on your level of knowledge and experience, as well as seasonal demand.

Length of training: No specific training requirements.

About the job

What you will do:

- escort people on trips or tours, including tours into natural areas
- describe and explain points of interest on the trip or tour
- arrange entry to places such as museums, government buildings and exhibitions
- answer questions and give out written information
- arrange or prepare meals and accommodation
- drive a vehicle such as a bus or coach
- act as an interpreter
- market their business (if it is a privately owned tour company).

Skills and knowledge needed:

- knowledge of the area they cover and its features or attractions
- knowledge of New Zealand culture, history, society, geography, flora and fauna
- knowledge of other cultures
- good driving skills
- leadership and public speaking skills.

How to enter the job

There are no specific requirements to become a tour guide, as skills are gained while working. However, tour guides can complete on-the-job qualifications such as the National Certificate in Tourism (Tour Guiding).

Tour guides who drive passenger vehicles need to have:

- a full Class 1, 2 or 4 driver's licence (depending on the size of the vehicle). Class 2 and 4 are heavy vehicle licences
- a P (passenger) endorsement on their licence, which shows they can carry passengers. Drivers need to have their full licence for at least two years before they can get the P endorsement.

Secondary education: Useful subjects include English, maths, Asian or European languages and Māori.

For Year 11 to 13 students, the Gateway programme is a good way to gain industry experience.

Personal qualities needed:

- good communicators
- friendly, outgoing and able to put people at ease
- polite, patient and professional
- helpful and perceptive to visitors' needs
- able to relate to people from a wide range of cultures and backgrounds
- good at planning, organisation and time management.

Useful experience:

- work in the tourism and hospitality industries
- experience as a volunteer host at museums or other attractions
- work involving contact with the public and people from other cultures
- public speaking
- travel experience.

Related jobs: Outdoor Recreation Guide/Instructor, Interpreter.

Vocational pathways: Services industries.

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Tow Truck Operator

Summary

Tow truck operators drive and operate trucks to tow vehicles that have broken down, been damaged or illegally parked.

Pay:

Pay for tow truck operators varies depending on experience.

- With less than two years' experience tow truck operators usually earn between \$16 and \$18 an hour.
- Experienced tow truck drivers and/or those with extra licences such as heavy haulage may earn up to \$26 an hour, or more.
- Most towing companies pay an hourly rate, but some pay a flat rate for each call out. Some tow truck operators have their own trucks, and contract their services to a towing company. They are usually paid a fee for each vehicle they tow, and can earn \$100,000 or more a year (before tax and truck costs).

Job opportunities: Chances of getting a job as a tow truck operator are good due to a high turnover of workers.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- tow confiscated, stolen, impounded or abandoned vehicles for the Ministry of Justice, the police or local councils
- tow illegally parked, broken down or unwanted vehicles to panelbeaters, mechanical workshops, vehicle dismantlers or to the towing company yard for impounding
- remove vehicles from crash sites for the police
- unlock vehicles (without keys)
- jump start vehicles
- keep records of vehicles that have been towed
- deal with customers and take payments
- maintain their tow truck.

Skills and knowledge needed:

- the ability to operate a tow truck safely and tow vehicles without damaging them
- an understanding of the locking mechanisms of different types of vehicles to be able to move vehicles without using keys
- basic mechanical skills to fix minor mechanical problems or be able to release the handbrake
- knowledge of their local area and access to maps.

If tow truck operators tow or recover heavy vehicles, they need to know about Transit New Zealand's overweight vehicle policy, Land Transport New Zealand's over-dimension vehicle policy and the permits used by these authorities.

Kaitaraiwa Taraka

How to enter the job

To become a tow truck operator you need to:

- have a full, clean driver's licence for at least two years
- obtain a V endorsement for vehicle recovery services on your licence, which includes a two-day course and test
- pass a police fit and proper person check
- provide a medical certificate and pass an eye test.

If you want to set up your own tow truck business, you'll need a vehicle recovery service licence.

Secondary education: There are no specific secondary education requirements to become a tow truck operator, but a competent level of English is useful.

Personal qualities needed:

- honest and reliable
- calm, helpful and diplomatic when dealing with customers
- good at record-keeping
- efficient and able to work well under pressure.

Useful experience:

- any work with vehicles
- work as a truck driver or other driving experience
- work with cranes or forklifts
- customer service experience.

Related jobs: Heavy Truck Driver, Collision Repair Technician, Automotive Technician, Earthmoving Machine Operator, Bus Driver.

Vocational pathways: Services industries.

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Summary

Train controllers direct and monitor the movement and safe operation of trains within an assigned geographical area.

Pay:

Pay for train controllers varies depending on experience.

- Trainee train controllers start on about \$30 an hour.
- Once they have completed training, train controllers earn about \$33 an hour.
- Very experienced train controllers who oversee a large geographical area can earn up to \$40 an hour.

Job opportunities: Chances of getting a job as a train controller are poor as the occupation is small and people tend to stay in the job for a long time.

Length of training: Less than 1 year of training required.

About the job

What you will do:

- authorise and direct the movement of trains in their assigned geographical area
- communicate with train drivers to ensure the safe movement of trains
- record the movement of trains on a train control diagram
- record departure times and station stop times
- keep other train controllers informed about trains connecting or going through their areas
- authorise and control any activities on railway tracks in their area
- contact railway workers or emergency services to deal with equipment failures or emergencies
- inform their manager of all incidents, irregularities and train delays and log these in the system.

Skills and knowledge needed:

- knowledge of railway signal systems
- an understanding of railway terms and radio transmitter operating protocols
- computer skills, including the ability to work between three or four different computer programs and screens at one time.

How to enter the job

To become a train controller you must:

- complete a three-month theory correspondence course and pass personality and competency tests
- do theory work for five to six weeks at the Train Control School
- do eight to 12 weeks of on-the-job training, where you are mentored by a qualified train controller
- sit written and practical exams to become certified
- pass a medical examination, which includes a drug test.

Secondary education: Useful subjects include maths, geography and English.

Personal qualities needed:

- good communicators
- good at maths
- able to remain calm under pressure
- able to pay attention to detail and concentrate for long periods
- good team members.

Useful experience:

- experience in the rail industry.

Related jobs: Air Traffic Controller, Train Driver.

Vocational pathways: Services industries.

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Train Driver

Summary

Train drivers drive passenger or freight trains.

Pay:

Pay for train drivers varies depending on experience and whether they drive intercity trains or commuter trains. Intercity train drivers are usually paid a little more.

- Train driver trainees usually earn \$21 an hour while doing their initial training.
- Once they begin on-the-job training, pay rises to about \$33 an hour, increasing to between \$35 and \$37 an hour once they are fully qualified.
- Fully-qualified senior train drivers operating freight trains or intercity passenger trains can earn up to \$40 an hour.

Job opportunities: Job opportunities for train drivers are good due to the ageing workforce, especially in Auckland and Wellington.

Length of training: 1 year of training usually required.

About the job

What you will do:

- drive trains to destinations according to a schedule
- stop at stations to pick up or drop off passengers
- shunt wagons (push or pull them) using a locomotive
- provide customer service (such as announcements)
- check locomotives for problems before starting a service
- read bulletins (information about track work in specific areas and rule changes) before departing the station
- act promptly and comply with safety rules in emergency conditions or breakdowns
- identify faults in breakdown situations.

Skills and knowledge needed:

- understanding of the basic mechanics of locomotives, including the air brakes and electrics
- knowledge of rail operating codes and signals
- understanding of rules and regulations that cover the safe operation of locomotives
- knowledge of procedures and protocols for operating radio equipment
- shunting skills (pushing and pulling wagons or carriages using a locomotive).

Kaitaraiwa Rerewhenua

How to enter the job

To become a train driver you must:

- pass personality and intelligence tests
- pass medical tests, including hearing and eyesight, and drug tests
- have a full driver's license with no convictions
- have no criminal convictions
- successfully complete on-the-job training including theory and 500 to 1,000 hours of practical training (depending on whether you are driving local or long-distance trains).

It is recommended that you complete a National Certificate in Rail Operations (Level 4). To complete this certificate you must be accepted as a trainee driver by a rail operator.

Secondary education: A minimum of NCEA Level 2 in both English and maths is recommended to become a train driver. Mechanical studies, such as automotive studies with NZQA unit standards, is also useful.

Personal qualities needed:

- safety-conscious
- alert at all times
- punctual
- good hand-eye co-ordination
- able to think ahead and anticipate potential problems
- able to work well under pressure
- good communicators
- good at maths.

Useful experience:

- work in a shunting yard or other train-related work
- mechanical or engineering work.

Related jobs: Crane Operator, Railway Shunter.

Vocational pathways: Services industries.

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Summary

Trainers plan and provide practical training courses for employees of businesses, government or other organisations. They teach a subject area they have experience and expertise in.

Pay:

- Trainers can earn between about \$60,000 and \$90,000 a year, depending on experience and qualifications.
- A few trainers who work in specialised roles might earn up to \$120,000 a year.

Job opportunities: Chances of getting a job as a trainer are average, but better in the private sector for those with experience.

Length of training: No specific training requirements.

About the job

What you will do:

- design individual training programmes for organisations
- run classes, workshops and seminars on a variety of topics
- develop course materials
- evaluate trainees and report on training sessions
- write and/or update training manuals
- evaluate courses and qualifications offered by providers
- attend meetings and complete business development work, if self-employed.

Skills and knowledge needed:

- knowledge of the subject area they are teaching, such as public speaking, and how to plan training sessions
- teaching skills, and the ability to teach a group of people at different stages of learning
- the ability to operate technical equipment, such as data-shows, that may be used during training sessions

How to enter the job

To become a trainer you need to have experience in a particular field before you can train others. Examples of such fields include:

- management
- accounting
- human resources
- trade skills
- business writing
- computer administration and programming
- website design.

A diploma or degree in a subject that helps with communicating information to people is particularly useful for trainers. Useful subject areas include:

- adult education
- teaching
- business communication or management
- human resources.

Secondary education: A tertiary entrance qualification, such as NCEA Level 3, is required to enter tertiary training.

Personal qualities needed:

- skilful at communication, including listening and writing
- good at time management
- good at networking
- friendly and patient
- confident and positive
- resourceful and creative
- adaptable
- able to relate to people from a range of cultures.

Useful experience:

- teaching
- coaching
- managing staff
- public speaking.

Related jobs: Driving Instructor, Human Resources Adviser, Teacher of English to Speakers of Other Languages (ESOL), Primary School Teacher, Tertiary Lecturer, Secondary School Teacher.

Vocational pathways: Services industries.

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Translator

Summary

Translators convert written material from one language into another.

Pay:

- In New Zealand, translators are generally paid on a per-word basis. Other options are charging per line of translated text, per hour or on a project basis.
- The New Zealand Society of Translators and Interpreters estimates that a skilled translator earns an average of \$360 a day (based on translating 2,000 words at a rate of 18 cents a word).

This sum can vary depending on the working languages and on whether the translator works with direct clients or agencies.

Job opportunities: Chances of getting a job as a translator are poor due to limited demand and the small size of the occupation.

Length of training: No specific training requirements.

About the job

What you will do:

- read material from the source language and rewrite it in the required (target) language
- check that the original meaning and feeling of the text is not lost
- ensure that technical terms are correctly translated
- proofread and edit other translators' work
- discuss clients' translation requirements and give quotations for services provided
- research the meaning of words and terminology using dictionaries and the internet
- use computer-aided translation tools.

Skills and knowledge needed:

- written English and a sound general knowledge
- at least one other language and culture
- small business management if they operate their own business.

Knowledge of the Māori language may be useful for translators working in New Zealand.

Kaiwhakawhiti Reo

How to enter the job

There are no specific requirements for becoming a translator. However, the New Zealand Society of Translators and Interpreters (NZSTI) recommends that you take a course in translating to increase your skills and improve your chances of getting work, and of becoming a member of professional associations.

Courses in translating range from certificate to Master's degree level.

Some employers may require you to have accreditation at the professional level from the National Accreditation Authority for Translators and Interpreters Australia (NAATI). NZSTI provides assistance preparing for NAATI accreditation. Translators gain most skills on the job, and are encouraged to continue to improve their skills by attending courses and gaining NAATI accreditation.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful secondary school subjects include English, languages, history and geography.

Personal qualities needed:

- adaptable and motivated
- able to keep information confidential
- able to work efficiently under pressure
- able to concentrate for long periods
- accurate, with an eye for detail
- creative
- skilled at writing and research
- organised, with good administration skills.

Useful experience:

- work with people from different cultures such as new migrants
- work in professional sectors such as law enforcement, scientific, legal, technical or medical environments
- living and working overseas – for example, going on a student exchange programme
- language study.

Related jobs: Interpreter, Foreign Policy Officer, Tertiary Lecturer, Secondary School Teacher.

Vocational pathways: Social and community services.

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Summary

Tyre technicians remove, repair and fit tyres for all types of vehicles. They may also advise customers on different types of tyres, and check and adjust the wheel alignment on vehicles.

Pay:

- Pay for tyre technicians varies, but they usually earn between \$30,000 and \$45,000 a year.

Job opportunities: Chances of getting a job as a tyre technician are average due to the relatively stable number of people employed in the occupation.

Length of training: No specific training requirements.

About the job

What you will do:

- advise customers on tyres
- remove old tread from tyres
- change or repair tyres and balance wheels
- align wheels
- test-drive vehicles to diagnose problems and make sure problems have been fixed
- receive, check and shelve new tyres.

Skills and knowledge needed:

- knowledge of different types of tyres and the construction of tyres
- knowledge of tyre removal and fitting techniques
- knowledge of vehicle parts
- knowledge of New Zealand Transport Agency regulations and safety standards.

How to enter the job

There are no specific entry requirements to become a tyre technician, although most employers require you to have a driver's licence.

Tyre technicians gain skills on the job and may complete the Level 2 National Certificate in Motor Industry (Vehicle Servicing) with a strand in tyres through MITO.

Secondary education: There are no specific secondary educational requirements, though NCEA Level 1 English and maths are helpful.

Personal qualities needed:

- accurate, with an eye for detail
- able to follow instructions
- good team members
- able to concentrate for long periods
- practical, including the ability to operate machinery.

Useful experience:

- work with vehicles
- general mechanical work
- tyre retailing
- customer service work.

Related jobs: Automotive Technician.

Vocational pathways: Manufacturing and technology, Services industries.

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CV Builder

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Upholsterer

Summary

Upholsterers make, install and attach the springs, padding, linings and covers of furniture.

Pay:

Pay for upholsterers varies depending on experience.

- Trainee upholsterers usually earn between the training minimum wage and \$30,000 a year.
- Qualified upholsterers usually earn between \$40,000 and \$50,000.

Job opportunities: Chances of getting a job as an upholsterer are poor for those wishing to enter the role, but good for experienced workers.

Length of training: 2-3 years of training usually required.

About the job

What you will do:

- discuss requirements with customers
- remove, repair or replace damaged or worn furniture parts
- draw up patterns or cutting plans
- cut and sew fabrics to the right size and shape
- attach springs, padding and covers to furniture frames.

Skills and knowledge needed:

- knowledge of upholstery methods and materials
- knowledge of furniture styles
- knowledge of fabrics, threads and colours
- sewing and pattern-making skills.

Kaiwhakapaipai UHINGA WAKA

How to enter the job

To become a qualified upholsterer you need to complete an apprenticeship and gain a National Certificate in Furniture (Level 4), specialising in upholstery, through Competenz.

Secondary education: Three years of secondary education in English and maths, and Level 1 technology is recommended.

Personal qualities needed:

- neat and accurate in their work
- an eye for detail.

Useful experience:

- work in the furniture industry
- sales work
- factory work
- sewing work.

Related jobs: Cabinet Maker, Sewing Machinist, Furniture Finisher.

Vocational pathways: Manufacturing and technology, Creative industries.

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Summary

Urban/regional planners develop and administer plans for physical, environmental, social and economic development of urban and rural areas.

Pay:

The median salary for all planners was \$83,500, according to 2012 NZ Planning Institute survey.

The average income for planners with:

- less than five years' experience is \$61,500 a year
- between six and 10 years' experience is \$77,500
- between 11 and 15 years' experience is \$95,000
- between 16 and 20 years' experience is \$103,000.

Job opportunities: Chances of getting a job as an urban/regional planner are average but better for experienced planners.

Length of training: More than 4 years of training usually required.

About the job

What you will do:

- plan and design buildings, streets, subdivisions, parks, reserves or sports facilities
- prepare strategic, reserve management and catchment plans up to 20 years ahead
- examine how areas are developing and the effect of proposed developments
- collect and analyse economic, social and environmental data
- manage projects, including communications strategies
- write and present reports on behalf of councils, companies, applicants and submitters at resource consent, environmental and other hearings.

Senior planners may also lead teams.

Skills and knowledge needed:

- knowledge of local and national government processes
- an understanding of environmental and economic issues
- knowledge of styles of architecture and building methods
- knowledge of planning legislation such as the Resource Management Act and the Local Government Act
- knowledge of the New Zealand Urban Design Protocol.

How to enter the job

To become an urban/regional planner you usually need to have a degree listed on the New Zealand Planning Institute's accredited course list:

- Bachelor or Master of Planning
- Bachelor or Master of Resource and Environmental Planning
- Master of Environmental Policy.

A postgraduate qualification in planning or resource management can help to enter senior positions.

Another entry option is to do another degree (such as science), and include some planning, law and resource management papers.

A science degree may be required if you want to work for regional councils, dealing with water, soil and air management.

Secondary education: You need to have a tertiary entrance qualification to enter further training.

Useful subjects include:

- English
- economics
- geography.

Science subjects, such as biology, may also be helpful for some aspects of planning.

Personal qualities needed:

- able to relate to a wide range of people
- good at risk analysis
- able to handle conflict well
- open-minded
- persuasive.

Useful experience:

- work as a planning assistant for councils or consultant firms, possibly during summer vacations
- work on a building site
- draughting or research work
- volunteer work for community or environmental groups, or organisations such as the Department of Conservation.

Experience gained from overseas travel may also be helpful.

Related jobs: Architect, Surveyor, Environmental Engineer, Landscape Architect, Valuer.

Vocational pathways: Social and community services.

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User Experience Designer

Summary

User experience (UX) designers design the layout and functionality of websites based on their understanding of what users need.

Pay:

Pay for UX designers varies depending on experience.

- Junior UX designers usually earn \$45,000 to \$50,000 a year.
- With some experience, this increases to about \$70,000.
- Senior UX designers may earn \$90,000 to \$130,000.

Job opportunities: Chances of getting a job as a UX designer are good due to increasing demand for user-focused websites.

Length of training: 1-3 years of training usually required.

About the job

What you will do:

- research design and technology trends
- meet with clients to work out the requirements of their website and talk over ideas
- work out the website's structure and how the user will find their way around it
- develop the website's basic design through wireframes and prototypes
- decide on the type, placement and content of graphics and multimedia features on the website, and develop these
- test their website designs with users
- liaise with writers, developers and other staff to help create the website.

Skills and knowledge needed:

- interactive design and graphics skills
- knowledge of UX methods such as making wireframes and prototypes
- ability to develop websites, apps and mobile solutions
- knowledge of the principles of user-friendly design
- understanding of how people interact with computers
- understanding of common software development and project management practices.

Kaihoahoa Wheako Whakamahi

How to enter the job

To become a UX designer, you usually need to have a certificate, diploma or degree in one of the following:

- web/interaction design
- graphic or media design
- a computer-related area such as computer science.

You also usually need:

- a portfolio of design work that you have done
- examples of projects you have worked on.

Secondary education: A tertiary entrance qualification is needed to enter tertiary training. Useful subjects at school include maths, art, graphics and computing/digital studies.

Personal qualities needed:

- imaginative and creative
- good at communicating ideas
- accepting of criticism
- able to work well under pressure and unsupervised
- skilled at relationship and project management
- skilled at problem solving.

They also need to have a good eye for design.

Useful experience:

- graphic or web design and desktop publishing
- software development
- user or market research
- client or project management.

Related jobs: Web Developer, Software Developer, Graphic Designer, Game Developer.

Vocational pathways: Manufacturing and technology.

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Summary

Valuers assess the value of land and buildings, machinery, furniture, art, jewellery and other items for purposes such as sale, purchase, renting, mortgage finance, insurance or rates.

Pay:

Pay for valuers varies depending on experience.

- Graduate valuers usually earn \$35,000 to \$50,000 a year.
- Newly registered valuers usually earn between \$55,000 and \$70,000.
- Senior valuers, who have more than five years' experience and manage others, may earn \$80,000 to \$150,000.
- Many personal property valuers are self-employed and combine this job with similar work, such as auctioneering, retailing or antique dealing.

Job opportunities: Chances of getting a job as a valuer are average as the older workforce is nearing retirement and the global economic situation is improving after a decline.

Length of training: 3–4 years of training usually required.

About the job

What you will do:

- inspect and record details of residential, commercial, rural and industrial properties, or other items to be valued
- determine what type of valuation is required, for example, whether it is for resale or insurance purposes
- check planning regulations and relevant legal documents
- assess rent and running costs of properties
- work out the value of properties or other items
- write reports on items and their value and advise clients
- give evidence in arbitrations and court hearings
- provide up-to-date market advice about product values.

Skills and knowledge needed:

- the principles, methods and procedures of valuation, including verbal and written reporting
- the history and details of the items they are valuing
- the market value of items, or how to find this
- styles and trends in their area of work
- valuation ethics.

Those who value real estate also need knowledge of:

- architectural and engineering plans
- building methods and materials
- property laws, land ownership, legislation such as the Resource Management Act, the New Zealand Building Code and local government regulations
- residential and commercial real estate markets.

How to enter the job

To become a real estate valuer you need to have one of the following:

- a Bachelor of Property degree
- a degree in commerce or business studies majoring in valuation and property management
- a graduate Diploma in Valuation and Property Management.

You also need to be registered with the real estate Valuers Registration Board (VRB) and hold a current real estate valuer's Annual Practising Certificate.

There are no specific entry requirements for valuers of personal property/chattels, such as gems and jewellery, fine and decorative arts, antiques and collectibles, residential contents, and machinery. It is recommended that people complete on-the-job training with an employer or valuation company, and study programmes offered by an international appraisers organisation such as the Appraisers International Society (AIS).

Personal property valuers who work in places like museums, auction houses and art galleries should abide by the Treasury's Valuation Guidance for Cultural and Heritage Assets guidelines.

Secondary education: Useful subjects depend on the area of valuation. English, art, art history, maths, economics, technical drawing, woodwork and mechanics may be useful. For real estate valuation, a tertiary entrance qualification is required.

Personal qualities needed:

- confident and excellent at communicating
- observant and accurate, with an eye for detail
- able to work well independently and as part of a team
- honest, trustworthy and responsible
- able to keep information private and confidential
- analytical, with good decision-making skills
- good at maths and keeping records.

Useful experience:

- real estate work
- rural/farm work
- building, construction or land development work
- banking, finance or insurance work
- working as an auction room attendant
- selling, servicing or making the items they want to value, such as art, jewellery and antiques
- engineering work using machinery in manufacturing or production lines
- producing digital photos (for taking catalogue pictures).

Related jobs: Insurance Loss Adjuster, Property Manager, Mortgage Broker, Real Estate Agent.

Vocational pathways: Services industries.

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Vehicle Groomer/Cleaner

Summary

Vehicle groomers/cleaners wash, vacuum, clean and polish the outside and inside of vehicles.

Pay: Pay for vehicle groomers/cleaners varies, but they usually earn between the minimum wage and \$16 an hour.

Job opportunities: Chances of getting a job as a vehicle groomer/cleaner are good due to high worker turnover.

Length of training: No specific training requirements.

About the job

What you will do:

- vacuum the inside of vehicles and shampoo seats, carpet and roof lining
- clean door jambs, rubber seals, and plastic work inside the vehicle
- clean the vehicle's exterior, including wheels, mudflaps and bumpers
- steam-clean the engine, boot, door sills and outside of the vehicle
- remove surface scratches on bodywork, if possible.

Skills and knowledge needed:

- good cleaning skills, including knowledge of cleaning equipment and substances, and how to use them safely
- knowledge of paint technology (how paints are made, and their properties)
- knowledge of skills and techniques required for cleaning and polishing different paint types
- customer service skills.

Business management skills may also be useful for vehicle groomers/cleaners who run their own business.

Kaiwhakapaipai Waka

How to enter the job

To become a vehicle groomer/cleaner you need to have a full driver's licence.

A National Certificate in Vehicle Grooming (Level 2), available through MITO, may be useful.

Secondary education: There are no specific secondary education requirements for this job.

Personal qualities needed:

- organised
- accurate, with an eye for detail
- reliable and honest.

Useful experience:

- work as a cleaner
- work with cars, particularly paint or panel work.

Related jobs: Collision Repair Technician, Automotive Technician, Motor Vehicle Salesperson, Cleaner, Window Cleaner.

Vocational pathways: Services industries.

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Summary

Veterinarians treat sick and injured animals, provide general animal care, and advise clients about health care and disease prevention for pets and farm (production) animals.

Pay:

Pay for veterinarians varies depending on experience, responsibilities and location.

- New graduates with one to three years' experience earn an average of \$58,000 a year.
- Those with three to five years' earn an average of \$76,000.
- Senior veterinarians with 6 to 10 years' experience earn an average of \$86,000.
- Experienced veterinarians running a business, or working as a business partner, can earn around \$100,000 to \$130,000 a year with additional benefits.

Job opportunities: Chances of getting a job as a veterinarian are good due to a shortage of people, particularly in rural areas.

Length of training: 5 years of training required.

About the job

What you will do:

- work with clients to prevent and treat animal problems and diseases
- advise on animal nutrition, care and welfare
- examine dead animals to find out the cause of death
- work with herd and flock owners to help them meet breeding and production goals
- set standards for animal or animal product imports
- negotiate with other countries to set health standards for animals or animal product exports
- be involved with disease investigation and research and/or co-ordinate national disease control programmes
- teach in tertiary institutes
- do research and give advice in areas such as animal welfare or animal breeding
- help pharmaceutical companies develop and market products used on animals.

Skills and knowledge needed:

- knowledge of animals and animal diseases
- animal-handling skills
- knowledge of animal anatomy, physiology and biology
- knowledge of biochemistry, microbiology and parasitology
- skill in treating animals and performing surgery
- knowledge of radiography, dentistry and lab methods
- knowledge of developments in veterinary science.

How to enter the job

To become a veterinarian, you need to:

- complete a Bachelor of Veterinary Science
- be registered with the Veterinary Council of New Zealand
- have an Annual Practising Certificate.

Massey University is the only place in New Zealand offering the Bachelor of Veterinary Science course.

The first half of the first year is a pre-veterinary semester. Then students are considered for entry into the four-and-a-half year professional phase of the course.

Each year 108 students, of which 84 are New Zealand residents, are accepted for the professional phase.

Students who have passed courses equivalent to the pre-veterinary semester can apply for cross-crediting. If accepted, they can go straight into the professional phase.

Secondary education: NCEA Level 3 chemistry, biology, physics and mathematics (calculus, statistics or modelling) are strongly recommended, with a minimum of NCEA Level 2 in English.

Personal qualities needed:

- mature and responsible
- work well under pressure
- inspire confidence in clients
- good communicators
- organised
- decisive and good at solving problems.

Useful experience:

- work as an animal technician
- animal training
- volunteer or paid work relating to animal care.

Students applying to Massey University must have done a minimum of 10 days' veterinary work experience.

Related jobs: Agricultural/Horticultural Scientist, Animal Care Attendant, Veterinary Nurse, Zookeeper, Dog Trainer.

Vocational pathways: Services industries, Social and community services, Primary industries.

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Veterinary Nurse

Summary

Veterinary nurses help in the examination, treatment and rehabilitation of sick and injured animals. They also interact with clients and perform receptionist duties.

Pay:

Pay for veterinary nurses varies depending on qualifications, experience and employer. According to industry sources, veterinary nurses usually earn the following rates:

- New graduates and those with one to three years' experience, who hold a Diploma of Veterinary Nursing, are likely to earn between \$16 and \$18 an hour.
- Veterinary nurses with three to five years' experience can earn between \$18 and \$21 an hour.
- Those with five years' experience or more can earn \$21 to \$26 an hour.

Job opportunities: Chances of getting a job as a veterinary nurse are good due to growing demand for their services.

Length of training: No specific training requirements.

About the job

What you will do:

- carry out administrative and receptionist duties at a clinic and give advice to clients over the phone
- feed and exercise animals
- perform duties under the direction of veterinarians, such as taking and developing x-rays, collecting blood samples and testing animals for pregnancy
- clean, sterilise and prepare surgical instruments and other equipment used during operations
- assist during surgical procedures including monitoring the anaesthetic
- perform diagnostic tests and keep records
- clean the cages and surgery areas, and carry out general cleaning duties at a veterinary clinic
- accompany and assist veterinarians on call-outs to locations such as houses and farms.

Skills and knowledge needed:

- animal-handling skills
- knowledge of basic science, including the anatomy and physiology of animals
- knowledge of animal care, hygiene and medicines.

Tapuhi Kararehe

How to enter the job

You will need to complete the two-year New Zealand Diploma in Veterinary Nursing to become a registered veterinary nurse.

If you complete the one-year New Zealand Certificate in Animal Technology (Level 5) with Veterinary Nursing Assistant strand, you will qualify as a veterinary nurse assistant.

Secondary education: There are no specific secondary education requirements to become a veterinary nurse. However, science subjects, computing, maths and English are useful.

Entrance requirements for tertiary study courses vary, but NCEA Level 2 in English and biology (or equivalent) is usually a minimum.

Personal qualities needed:

- able to handle stressful emergency situations
- empathetic, patient and concerned for animals
- good communicators
- organised.

Veterinary nurses must also be able to deal with the process of putting an animal down (euthanasia), and providing support to clients during this difficult time.

Useful experience:

- any work with animals – for instance as an SPCA volunteer or kennel hand
- voluntary work for a veterinary practice.

Related jobs: Receptionist, Animal Care Attendant, Zookeeper, Dental Assistant, Veterinarian.

Vocational pathways: Services industries, Social and community services, Primary industries.

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Summary

Visual merchandisers arrange goods and make displays in shops, shop windows and at events to attract the attention of customers.

Pay:

Pay for visual merchandisers depends on their level of experience.

- Junior trainees can expect to start on minimum wage or a little more.
- Experienced visual merchandisers can earn up to \$20 an hour or more.
- Many visual merchandisers are self-employed and work on freelance contracts. Their income varies depending on the amount of business they get.

Job opportunities: Chances of getting a job as a visual merchandiser are poor because the occupation is small and full-time positions can be hard to find.

Length of training: No specific training requirements.

About the job

What you will do:

- discuss suggested displays with a client or management
- research displays
- make a sketch or model of the display
- purchase or make the props for the display
- assemble the display using a variety of materials
- change signage and window displays regularly
- take photographs of the displays and signage.

Skills and knowledge needed:

- knowledge of how to assemble props and displays to attract customers' attention
- knowledge of different art techniques and materials, and fashion trends
- knowledge of marketing and advertising
- skill in drawing, designing and constructing displays
- ability to maintain props and mannequins.

Visual merchandisers who are self-employed also need small business management skills.

How to enter the job

There are no specific entry requirements to become a visual merchandiser, but a tertiary qualification with subjects in visual merchandising, graphic design or fine arts is useful.

Secondary education: Useful school subjects include art, graphic design, woodwork and metalwork.

Personal qualities needed:

- creative and artistic
- able to inspire confidence in their clients
- able to follow instructions and accept criticism
- good at listening and communicating with clients
- good at planning and making decisions
- able to work to deadlines.

Useful experience:

- experience in set design, drawing and painting
- work in advertising
- any creative work such as interior or graphic design, or photography.

Related jobs: Artist, Graphic Designer, Curator, Screen Printer, Signmaker.

Vocational pathways: Services industries, Creative industries.

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CV Builder

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Waiter/Waitress

Summary

Waiters/waitresses serve food and drinks in restaurants, hotels, clubs or other eating places.

Pay:

- Waiters/waitresses usually earn minimum wage.

They may also receive tips from customers, but it is up to the cafe/restaurant manager whether the tips are kept by individuals, or divided equally among staff.

Job opportunities: Chances of getting a job as a waiter/waitress are good as staff turnover is high.

Length of training: No specific training requirements.

About the job

What you will do:

- set and prepare tables for customers
- hand out menus and wine lists
- answer questions about the menu and take orders
- serve food and drinks
- clear tables and clean the restaurant
- polish cutlery and glasses
- restock food and drinks.

Skills and knowledge needed:

- knowledge about menu items and wine
- food and drink service skills
- knowledge of food health and safety
- selling skills.

Kaitiaki Tēpu Kai

How to enter the job

There are no specific entry requirements for waiters/waitresses, as training is done on the job. Waiters/waitresses may work towards a New Zealand Certificate in Hospitality (Food and Beverage) Level 3 while on the job.

You can also train to be a steward (similar to the role of waiter/waitress) with the Defence Force.

Secondary education: There are no specific secondary educational requirements, but NCEA Level 1 English is preferred.

Personal qualities needed:

- friendly, helpful and polite
- good at serving people
- good at remembering things
- able to work well under pressure
- quick and efficient
- reliable and punctual
- able to work well in a team.

Useful experience:

- restaurant, cafe or catering work
- work involving customer service
- retail work.

Related jobs: Cook, Bartender, Cafe Worker, Cafe/Restaurant Manager, Kitchenhand, Chef, Maitre d'Hotel.

Vocational pathways: Services industries.

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Summary

Watchmakers and repairers clean, repair and assemble mechanical or electronic timepieces such as watches and clocks.

Pay:

Pay for watchmakers varies depending on skill and experience.

- Apprentices may start on the minimum apprentice wage, minimum wage or a little more.
- Once they have completed their apprenticeship, watchmakers usually start on about \$30,000 a year.
- After a few years' experience, they usually earn about \$40,000.
- Watchmakers who run their own businesses can earn \$60,000 or more.

Job opportunities: Chances of getting a job as a watchmaker and repairer are poor for people wanting to enter the role but good for those with experience.

Length of training: 4 years of training usually required.

About the job

What you will do:

- examine broken watches or clocks to find out what is wrong with them
- remove and repair damaged or faulty parts
- clean, reassemble and adjust timepieces
- test the accuracy of repaired items
- replace glass faces and batteries
- calculate the cost of repairs
- make special parts for antique watches and clocks.

Skills and knowledge needed:

- technical knowledge of the way mechanical and electronic timepieces work
- a thorough understanding of how to use and care for equipment used to do repairs
- a wide knowledge of the different styles, designs and manufacturers of clocks and watches.

Watchmakers and repairers who run their own businesses need small business skills.

How to enter the job

To become a watchmaker and repairer you must complete an apprenticeship under the supervision of an established watchmaker and repairer.

Apprenticeships usually take about four years to complete. The Jewellery Registration Board oversees apprenticeships.

Secondary education: To become a watchmaker and repairer, NCEA Level 1 English, maths and science is recommended.

Personal qualities needed:

- accurate, with an eye for detail
- good at problem solving
- quick and efficient
- practical
- patient.

Useful experience:

- precision repair work, such as repairing jewellery or appliances
- electronics work
- work in an engineering workshop.

Related jobs: Jeweller.

Vocational pathways: Manufacturing and technology, Services industries.

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Water/Waste Water Treatment Operator

Summary

Water/waste water treatment operators operate water and waste water treatment plants and equipment. They control the process that treats rain, ground and river water so it reaches an acceptable standard for human and industrial use.

They also control the treatment and disposal of sewage and industrial waste water.

Pay:

Pay for water/waste water treatment operators varies depending on their qualifications, employer and the complexity of the plant they work at.

- Trainee water/waste water treatment operators usually start on between \$30,000 and \$40,000 a year.
- Skilled, qualified operators usually earn \$40,000 to \$70,000 or more.

Job opportunities: Chances of getting a job as a water/waste water treatment operator are average due to the small and relatively stable number of people employed in the role.

Length of training: 1 year of training usually required.

About the job

What you will do:

- monitor the water treatment process and make adjustments
- collect, analyse and interpret water/waste water samples
- maintain, operate, repair and replace equipment as necessary
- maintain treatment plant grounds and buildings
- check treatment chemical supplies and order new supplies as required
- write reports and logs.

Skills and knowledge needed:

- knowledge of water or waste water treatment processes
- an understanding of how water or waste water treatment equipment operates, including how pumps work
- knowledge of the basic chemistry of water, and of chemicals used to treat water
- knowledge of drinking water standards and regulations.

Kaiwhakamahi Whakapai Wai (Paru)

How to enter the job

To become a water/waste water treatment operator you need to complete a traineeship or apprenticeship and gain a National Certificate in Water Treatment (Level 4) or a National Certificate in Waste Water Treatment (Level 4).

Water/waste water treatment operator apprenticeships can be done through the primary industry training organisation. They can also be done as part of the New Zealand Apprenticeships scheme. This scheme is for people aged over 16 years old.

Besides the National Certificate in Water or Waste Water Treatment, some employers prefer you to have one of the following:

- a degree in science or engineering
- a trade qualification in fitting and turning or electrical.

Secondary education: NCEA Level 1 maths, science and biology are useful.

Personal qualities needed:

- responsible and safety-conscious
- reliable, punctual and motivated
- good at basic maths.

Useful experience:

- plumbing
- engineering
- electrical
- maintenance diagnostics
- electronics.

Related jobs: Mechanical Engineer, Plumber, Gasfitter and Drainlayer, Engineering Machinist, Environmental Engineer, Environmental Health Officer, Food Technologist.

Vocational pathways: Manufacturing and technology, Construction and infrastructure.

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Summary

Web developers plan, produce and maintain websites using web programming languages, software applications and databases.

Pay:

- Web developers usually earn an average of \$45,000 to \$77,000 per year.

Job opportunities: Chances of getting a job as a web developer are good due to a shortage of workers and growth in the website industry.

Length of training: 1–3 years of training usually required.

About the job

What you will do:

- meet with clients to work out the requirements of their website and talk over ideas
- work out the website's structure and how the user will find their way around it
- develop a technical plan for the website and ways to promote it online
- suggest production methods and necessary equipment, and investigate costs for the website
- liaise with writers, designers, system administrators and other staff to help design and maintain the website
- integrate the technical, visual and content aspects of the site to produce the finished product
- maintain or update the website once it is completed by adding new content, illustrations or features.

Skills and knowledge needed:

- technical skills
- ability to program in computer languages
- knowledge of trends on the internet.

How to enter the job

To become a web developer a tertiary qualification in computer science, information systems or web development is useful.

Secondary education: A tertiary entrance qualification is needed to enter tertiary training. Useful subjects at school include maths, art, graphics and computer studies.

Personal qualities needed:

- accurate and methodical
- able to accept criticism
- able to work well under pressure and unsupervised
- skilled at relationship and project management
- skilled at problem solving
- good at writing, and communicating.

Useful experience:

- extensive work with computers and the internet
- computer programming
- graphic design and desktop publishing
- client or project management.

Related jobs: Software Developer, Graphic Designer, Systems Administrator.

Vocational pathways: Manufacturing and technology, Creative industries.

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Welder

Summary

Welders make, join and repair metal parts for machinery and equipment using welding techniques.

Pay:

- Industry sources indicate that in 2010 the average wage for welders was about \$53,000, with the highest-paid 25% earning about \$58,000, while the lowest-paid 25% earned an average of \$47,000 a year.

Job opportunities: Job opportunities for welders are good due to a shortage of workers.

Length of training: Less than 1 year of training usually required.

About the job

What you will do:

- study plans and drawings
- cut and bend and fit steel or metal parts
- make jigs (of wood or metal) that hold parts in place for welding
- weld parts together
- repair and maintain equipment and machinery
- construct metal objects according to instructions.

Skills and knowledge needed:

- knowledge of metals and their properties
- welding skills, including an understanding of different welding processes and equipment
- ability to interpret technical drawings
- knowledge of health and safety regulations.

Kaihonohono Maitai

How to enter the job

There are no specific entry requirements to become a welder, but to become fully qualified you need to complete a National Certificate in Welding (Level 3), or a similar qualification.

This can be completed by studying full-time for six to nine months, or as part of an industry traineeship where skills are learned on the job.

A pre-apprenticeship course may be useful for gaining a welding traineeship.

Welders who have completed the Level 3 qualification can then go on to complete the National Certificate in Welding (Level 4), which covers more complex welding skills and techniques.

A driver's licence may also be useful.

Secondary education: There are no specific secondary education requirements. However, NCEA Level 1 maths, technical drawing and workshop technology are useful.

Personal qualities needed:

- practical and adaptable
- able to make good judgments
- accurate, with an eye for detail
- responsible and safety-conscious
- good at basic maths.

Useful experience:

- welding experience
- other mechanical engineering or construction work
- work in an engineering workshop.

Related jobs: Mechanical Engineering Technician, Fabrication Engineer, Toolmaker, Engineering Machinist.

Vocational pathways: Manufacturing and technology, Construction and infrastructure.

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Summary

Window cleaners clean the windows and other glass surfaces of buildings such as houses, shops, schools, offices and hospitals.

Pay:

- Pay for window cleaners varies, but they usually earn between the minimum wage and \$18 an hour.
- Contractors, experienced cleaners or those using abseiling equipment on high-rise buildings can earn up to \$30 an hour.

Job opportunities: Chances of getting a job as a window cleaner are average, as opportunities are available for skilled cleaners but entry-level work is harder to find.

Length of training: Less than 1 year of training usually required.

About the job

What you will do:

- set up cleaning equipment
- clean and dry windows and frames
- look after cleaning equipment
- keep records of work done.

Window cleaners who specialise in cleaning windows on tall buildings also set up industrial access ropes, scaffolding and rigging, and use these to access difficult-to-reach windows.

Depending on the company they work for, some window cleaners may also do related work like house washing.

Skills and knowledge needed:

- have cleaning skills
- be familiar with relevant safety procedures
- have an eye for detail
- understand cleaning equipment and substances, and how chemicals react to window frames, glass and other surfaces.

Those cleaning windows of tall buildings need skill working with ropes and setting up scaffolding and rigging.

How to enter the job

There are no specific entry requirements for becoming a window cleaner. However, an industrial ropes access course, at-height training or a scaffolding or rigging qualification are useful for window cleaners who work at heights.

A Site Safe certification can also be helpful.

Secondary education: There are no specific secondary education requirements to become a window cleaner.

Personal qualities needed:

- reliable and motivated
- quick and efficient
- able to follow instructions
- safety-conscious and comfortable working at heights
- presentable, especially if working in residential areas.

Useful experience:

- work as a cleaner, scaffolder or car groomer
- work in the building construction industry
- any work with heights, including abseiling experience – especially for window cleaners using ropes and harnesses to work on tall buildings.

Related jobs: Caretaker, Cleaner, Street/Park Cleaner.

Vocational pathways: Services industries.

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Winemaker

Summary

Winemakers make wine from grapes and other fruit.

Pay:

Pay for winemakers varies depending on seniority, years of experience, the size of the winery and its region and tasks performed.

- Cellar hands usually earn \$33,000 to \$48,000 a year.
- Assistant winemakers usually earn \$60,000.
- Winemakers usually earn \$93,000.
- Chief winemakers, who manage teams of winemakers, can earn \$153,000.
- Winemakers sometimes buy into wineries and vineyards, which can increase their income.

Job opportunities: Chances of getting a job as a winemaker are good for experienced winemakers but average for those entering the industry.

Length of training: 1–3 years of training usually required.

About the job

What you will do:

- discuss fruit quality and quantity with grape growers (viticulturists) throughout the growing season
- develop new wine styles and improve the wine quality
- process grapes to make wine
- control fermentation and adjust wines as needed
- ensure legal standards and specifications are met, such as alcohol level requirements in New Zealand or the country of export
- filter, bottle and package the wine for sale
- manage winery workers
- maintain winemaking equipment and machinery
- record procedures, blends and inventories
- market and sell wine.

Some winemakers may also carry out the tasks of grape growers if working for a small winery.

Skills and knowledge needed:

- different wine styles and varieties
- winery and vineyard technology
- wine-related science, such as chemistry, biology and microbiology, and laboratory skills
- hygiene and sterilisation methods
- flow process technology (pumps and hoses).

Winemakers who work in the vineyard may need to know how to operate vehicles such as tractors or forklifts. Knowledge of first aid and safety may also be helpful.

Kaihanga Waina

How to enter the job

To become a winemaker you usually need to have:

- a degree, diploma or certificate in winemaking, or a Bachelor of Science
- some years' experience working as a cellar hand or assistant winemaker.

There are no set entry requirements to become a cellar hand or assistant winemaker, but many employers prefer some experience of working in the wine industry.

Winemakers gain skills on the job, including how to do smell and taste testing of wines. Some qualifications can be completed by correspondence while working on a vineyard.

Secondary education: A tertiary entrance qualification is required to enter further training. Useful school subjects include maths, English and science, particularly chemistry.

Personal qualities needed:

- good communication skills
- an eye for detail
- able to work well under pressure
- practical and creative
- skilled at business, management and marketing.

Useful experience:

- vineyard experience
- laboratory experience in breweries or dairy factories
- experience in wine sales, tasting or serving.

Related jobs: Microbiologist, Biochemist, Biotechnologist, Brewer, Food Technologist.

Vocational pathways: Manufacturing and technology, Primary industries.

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Summary

Wood machinists set up and operate specialised woodworking machinery to transform wood into finished products such as finger-jointed skirting board, planed timber for furniture and joinery, or surfaced lumber for export.

Pay:

How much a wood machinist earns depends on qualifications, skills and experience.

- Trainee wood machinists usually earn minimum wage.
- Once trained, wood machinists usually earn between \$17 and \$30 an hour.

Job opportunities: Chances of getting a job as a wood machinist are average due to stable worker numbers.

Length of training: 1-4 year of training usually required.

About the job

What you will do:

- check saws, blades and other equipment to make sure they're working properly and safely
- design and make templates and knives
- use planers, moulders, surfacers and other machinery to surface wood and make veneer panels
- maintain machinery and parts
- check timber is manufactured to the right size and quality
- pack manufactured timber.

Skills and knowledge needed:

- knowledge of the sawmilling process
- knowledge of wood characteristics, sizes and quality
- practical skills to operate machinery
- knowledge of safety procedures in the wood processing plant
- knowledge of how to operate computer-controlled machines.

How to enter the job

There are no entry requirements to become a wood machinist. However, some employers prefer to employ wood machinists who have, or are working towards, a qualification.

Wood machinists can do a New Zealand Certificate in Timber Machining (formerly National Certificate in Timber Machining) through Competenz.

This qualification can be completed on the job, and by attending a series of block courses at a polytechnic. It can be completed through a traineeship or New Zealand Apprenticeship.

A first-aid certificate is also useful.

Secondary education: There are no specific secondary school education requirements, but NCEA Level 1 maths, science, technology and English are useful.

Personal qualities needed:

- observant
- methodical
- accurate, with an eye for detail
- safety-conscious.

Useful experience:

- work in a sawmill or timber yard
- forestry work
- mechanical engineering work.

Related jobs: Engineering Machinist, Saw Doctor, Wood Processing Worker.

Vocational pathways: Manufacturing and technology.

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Wood Processing Worker

Summary

Wood processing workers perform practical tasks in a sawmill or timber yard, which may include operating machinery to cut and process logs into timber.

Pay:

Pay for wood processing workers varies depending on experience.

- Trainee wood processing workers usually earn minimum wage.
- Qualified wood processing workers usually earn between \$35,000 and \$50,000.

Job opportunities: Chances of getting a job as a wood processing worker are average due to increasing demand for processed wood, but low turnover of workers.

Length of training: 1-2 years of training required.

About the job

What you will do:

- operate sawmill machinery
- operate log loaders and forklifts
- sort, stack and grade timber
- trim timber pieces to a standard length
- record timber sizes and grades and the amount of timber in the yard
- clean the work areas and equipment
- package and wrap timber for delivery.

Skills and knowledge needed:

- knowledge of the sawmill process
- knowledge of timber characteristics
- knowledge of the sizes and grades of timber required for different products
- knowledge of safety procedures
- mechanical skills for doing basic maintenance on machinery.

Kaimahi Kani Rākau

How to enter the job

There are no specific entry requirements to become a wood processing worker. Wood processing workers are mainly trained on the job and can complete a New Zealand Certificate in Solid Wood Manufacturing through Competenz.

A licence to operate a forklift is useful.

Secondary education: There are no specific secondary school education requirements, but NCEA Level 1 maths and English are seen as an advantage by most employers.

Personal qualities needed:

- practical
- careful and efficient
- safety-conscious
- able to remain calm under pressure.

Useful experience:

- work in the timber or forestry industries
- work with heavy machinery
- engineering experience.

Related jobs: Pulp and Paper Mill Operator, Saw Doctor, Wood Machinist.

Vocational pathways: Manufacturing and technology, Primary industries.

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Summary

Wool classers sort wool into categories according to breed of sheep, age, colour, length and micron (fibre thickness). They ensure contamination is removed from the wool, and complete identification and documentation prior to sale.

Pay:

Wool classing is rarely a year-round job, and most wool classers work full time for only about three months of the year.

- Wool classers working in a shearing shed are usually paid per fleece, and typically earn between \$35 and \$55 an hour.
- Those working during the shearing season (July to November) can expect to earn between \$20,000 and \$50,000.
- Most wool classers have to pay their own travel expenses and ACC levies because they are self-employed. Many wool classers supplement their income by doing other related work such as shearing or woolhandling.

Job opportunities: Chances of getting a job as a wool classer are average – though retirement is creating vacancies, the occupation is small.

Length of training: 1–2 years of training usually required.

About the job

What you will do:

- discuss requirements with the farmer before shearing starts
- sort wool into groups to produce lines that have uniform colour, length, fault, and fibre diameter, and keep wool breeds separate
- ensure wool is free from contamination (such as black fibres, twine and other foreign objects)
- ensure wool is sorted into the correct categories and placed in the correct bin (a cage for collecting similar wool types)
- operate and maintain wool-weighing, sampling and wool-blending machinery
- supervise the pressing and branding of wool bales
- keep records of the wool bales pressed
- be responsible for woolshed management.

Skills and knowledge needed:

- knowledge of different wool grades and sheep breeds
- knowledge of market requirements for wool, and wool industry standards
- knowledge of wool-handling and woolshed procedures
- skill operating wool presses and other machinery
- wool-evaluation skills.

How to enter the job

To become a wool classer it is recommended you complete the National Certificate in Wool Technology (Level 4), which is available through the Telford campus of Lincoln University.

The certificate programme includes on-the-job training, working alongside a professional classer.

A driver's licence is also useful.

Secondary education: No specific secondary education is required for this job, but NCEA Level 2 is recommended.

Personal qualities needed:

- practical and able to work quickly
- accurate, with an eye for detail
- good at communicating and able to lead a team
- well organised and good at record-keeping.

Useful experience:

- any work with a shearing gang, such as woolhandling or pressing
- work in a wool store or scour (where wool is chemically removed from sheepskins).

Related jobs: Farmer/Farm Manager, Farm Worker, Shearer, Agricultural Technician.

Vocational pathways: Primary industries.

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Summary

Workplace relations advisers help resolve workplace disputes. They also provide support and advice for employees and employers.

Pay:

Pay for workplace relations advisers varies depending on experience and the nature of their work.

- Workplace relations advisers with some work experience or qualifications usually earn between \$73,000 and \$90,000 a year.
- Workplace relations managers and advisers for large organisations usually earn between \$90,000 and \$140,000.

Job opportunities: Chances of getting a job as a workplace relations adviser are poor due to limited vacancies and strong competition.

Length of training: 3 years of training usually required.

About the job

What you will do:

- set up appointments for parties to meet for mediation
- guide disputing parties to help them understand the situation from all perspectives
- help parties come to a mutual agreement
- help write the agreement for the parties to sign
- organise and give public presentations to community agencies, schools and other organisations
- assist with employment agreement negotiations
- work with organisations to prevent disputes.

Skills and knowledge needed:

- dispute-resolution methods such as negotiation and mediation
- employment law
- the Treaty of Waitangi
- workplace issues
- industrial relations
- management methods.

Workplace relations advisers who specialise in a particular industry, such as construction, tourism or insurance, need to have knowledge of that area.

How to enter the job

There are no specific entry requirements to become a workplace relations adviser, but a degree or diploma in one of the following areas is recommended:

- human resources or business management
- law
- disputes resolution and mediation
- social work
- industrial relations or psychology.

Work experience is crucial and knowledge of the employment sector you represent is important.

Many employers prefer that you have studied a dispute resolution course so you can get accredited with a dispute resolution institute.

Some government-employed workplace relations advisers must have a law degree.

Secondary education: To get a degree you need a university entrance qualification (NCEA Level 3). To do a diploma you usually need NCEA Level 2. Useful subjects include English, te reo Māori, history, maths, economics and languages.

Personal qualities needed:

- good at solving problems and making decisions
- mature and impartial
- able to motivate, coach and inspire trust in others
- able to relate to a wide range of people
- good at listening and communicating
- able to evaluate, explain and write reports on complex and technical issues
- able to keep information private
- organised.

Useful experience:

- legal work
- work with trade unions or community advocacy groups
- human resources work
- counselling, teaching or social work
- work involving negotiation
- work as a personnel, training or recruitment officer.

Related jobs: Barrister, Counsellor, Solicitor, Judge, Human Resources Adviser.

Vocational pathways: Services industries.

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Summary

Youth workers support young people, work with them and their families, help them build healthy connections, and give guidance in health, education, training and employment.

Pay:

Pay for youth workers varies depending on experience, responsibilities and location.

- New youth workers usually start on minimum wage.
- More experienced youth workers in specialised areas, such as addiction treatment, can earn between \$17 and \$27 an hour.
- Senior youth workers who work as team leaders or managers may earn up to \$33 an hour.
- Many youth workers do part-time hours. Some do part or all of their job as volunteers, or receive payment for expenses only.

Job opportunities: Chances of getting a job as a youth worker are good, as demand for their services is increasing.

Length of training: 1–2 years of training usually required.

About the job

What you will do:

- forge relationships with young people, and their families/whānau, peers, and communities, and schools, training providers and employers
- provide support, information and resources
- help young people link with social services
- plan, deliver and evaluate programmes and events for young people
- write reports, prepare funding applications and manage budgets.

Skills and knowledge needed:

- how to work effectively with young people
- practices and resources that are useful for working with young people
- youth culture and the communities they live in
- physical and mental health issues among youth
- laws and policies that affect young people.

For youth workers who specialise in working with Māori communities, knowledge of Māori language and culture is essential.

How to enter the job

There are no specific requirements to become a youth worker. However:

- most employers prefer you to have a relevant qualification such as the National Certificate or Diploma in Youth Work or a similar certificate or diploma in a Māori context
- you need to pass a police check if you are working directly with young people
- you will need a full driver's licence if travel is involved.

To work at a senior level you need either:

- National Diploma in Youth Work (Level 6)
- Bachelor of Youth Development.

Secondary education: A tertiary entrance qualification may be required for entry into a youth work certificate, diploma or degree course.

Personal qualities needed:

- good leaders and communicators who can relate to people of all ages and cultures
- good problem-solvers who are able to remain calm in an emergency
- honest, ethical and impartial, and able to keep information private
- energetic and enthusiastic, with a sense of humour
- able to work well under pressure
- well organised.

Useful experience:

- voluntary work with youth, such as at a youth work agency, or sports coaching
- work that involves helping people, such as teaching, counselling, social work, community work or church work
- work with an iwi/Māori community or social service, or with people from a variety of cultures.

Related jobs: Counsellor, Minister of Religion, Community Worker, Probation Officer, Social Worker.

Vocational pathways: Social and community services.

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Zookeeper

Summary

Zookeepers care for animals in zoos, wildlife parks or aquariums.

Pay:

Pay for zookeepers varies depending on experience and qualifications.

- Zookeepers with one to six years' experience usually earn between minimum wage and \$50,000 a year.
- Senior zookeepers with more than six years' experience usually earn between \$45,000 and \$65,000.
- Zoo managers at large zoos and aquariums can earn between \$60,000 and \$80,000, or more.

Job opportunities: Chances of getting a job as a zookeeper are poor as the number of people wanting to enter the role significantly exceeds the number of positions available.

Length of training: No specific training requirements.

About the job

What you will do:

- clean and inspect animals and their enclosures/habitats
- feed animals and ensure their nutritional and health requirements are met
- observe animal behaviour and provide activities for the animals
- treat animals for minor injuries and illnesses under veterinary supervision
- design and maintain animal environments, including looking after the grounds, caring for plants in animal habitats and repairing animal homes
- assist the public, answer their questions and give educational talks
- maintain records and carry out any general office work relating to animal care.

Skills and knowledge needed:

- knowledge of animal biology and the scientific classification of animals
- skill in caring for and handling animals
- an understanding of laws relevant to their work, such as the Animal Welfare Act.

Kaitiaki Rawhi Whakaaturanga

How to enter the job

There are no specific requirements for becoming a zookeeper as skills are learned on the job. However, employers usually prefer people who have at least one of the following:

- Certificate in Animal Management (Captive Wild Animals) from Unitec through distance learning
- Bachelor of Applied Science (Animal Management and Welfare) from Unitec
- any other degree or qualification in animal behaviour, animal welfare and zoo animal management
- work or volunteer experience with animals, particularly wild animals, or other conservation activities.

Secondary education: A broad range of secondary subjects is useful, including biology and other science subjects. To enter the Unitec Certificate in Animal Management (Captive Wild Animals), you need a minimum of 24 credits at NCEA Level 1 in English and science, or equivalent.

To do a degree in animal management you need a tertiary entrance qualification.

Personal qualities needed:

- caring
- decisive and able to remain calm in emergencies
- organised
- practical
- able to work well as part of a team
- good communicators, with presentation and public speaking skills.

Useful experience:

- work (paid or voluntary) at a zoo or wildlife park
- work (paid or voluntary) for the Department of Conservation
- any other work that shows you are committed to animals and the environment – such as cleaning litter from beaches.

Some zoos offer:

- work experience for secondary school students
- programmes where people spend regular time volunteering over a year
- unpaid internships to help people build up their experience before applying for paid work in a zoo.

Related jobs: Animal Care Attendant, Zoologist, Dog Trainer, Ranger, Veterinarian.

Vocational pathways: Social and community services.

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Summary

Zoologists study animals and all aspects of their lives, including their habitats, habits and anatomy.

Pay:

Pay for zoologists working in government research organisations and universities depends on their qualifications and experience.

- Zoologists with Master's degrees usually earn \$55,000 to \$75,000 a year.
- Senior zoologists, who usually have PhDs, may earn \$76,000 to \$94,000.
- With more responsibility and experience, pay could rise to about \$130,000 or more.
- Zoologists working in the private sector may earn more than this.

Job opportunities: Chances of getting a job as a zoologist are average, due to limited opportunities in some areas of employment, but high demand in others.

Length of training: More than 3 years of training required.

About the job

What you will do:

- study the make-up, growth, diseases and origin of animals
- study the relationship between animals and their environment
- study the genetics and molecular biology of animals
- do research into areas such as pest control or species conservation
- do laboratory work and fieldwork
- write reports and scientific articles
- give talks to community groups and local authorities
- advise local authorities and iwi on how to manage species sustainably.

Skills and knowledge needed:

- practical skills for performing experiments and operating scientific equipment
- skill in analysing and interpreting scientific research results and other information.

How to enter the job

To become a zoologist, you need to have a Bachelor of Science majoring in any of the following subjects:

- zoology
- ecology
- microbiology
- biotechnology
- molecular biology.

Postgraduate qualifications, such as a Master's degree or PhD, are recommended for those wanting to enter research-based positions.

For research-based work at the technician level, a Bachelor's degree in a related science subject is the minimum entry requirement.

Though many skills are learned at university, zoologists will continue to develop their laboratory and experimental skills on the job.

Secondary education: A tertiary entrance qualification is required to enter tertiary training. NCEA Level 3 biology, chemistry, and maths with statistics are necessary. Geography and English are useful subjects.

Personal qualities needed:

- observant and enquiring
- practical and accurate
- patient and logical
- good at problem solving
- well organised, with good planning skills
- good written and verbal communicators
- good at research
- not squeamish, as they may have to dissect animals.

Useful experience:

- conservation work
- research
- laboratory work.

Some experience working with animals is also useful.

Related jobs: Agricultural/Horticultural Scientist, Marine Biologist, Microbiologist, Biochemist, Forestry Scientist, Environmental Scientist, Biotechnologist.

Vocational pathways: Social and community services, Primary industries.

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Further information
is available at these
useful websites:



nzqa.govt.nz

Information on how NCEA works.

gotatrade.co.nz

Information on industry training for
30 trades.

studylink.govt.nz

Tools and advice about student loans
and allowances.

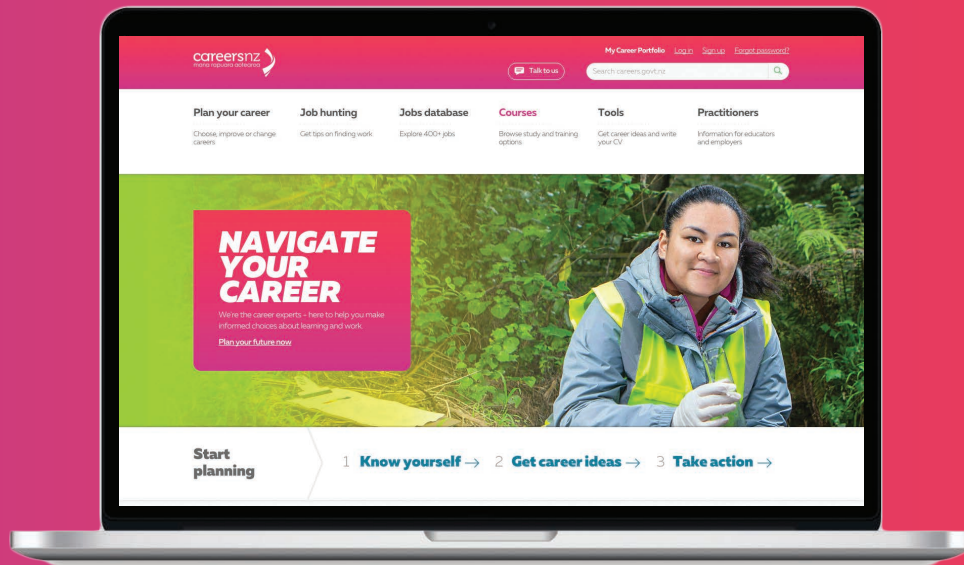
tec.govt.nz

Information on NZ apprenticeships.

youthguarantee.net.nz

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