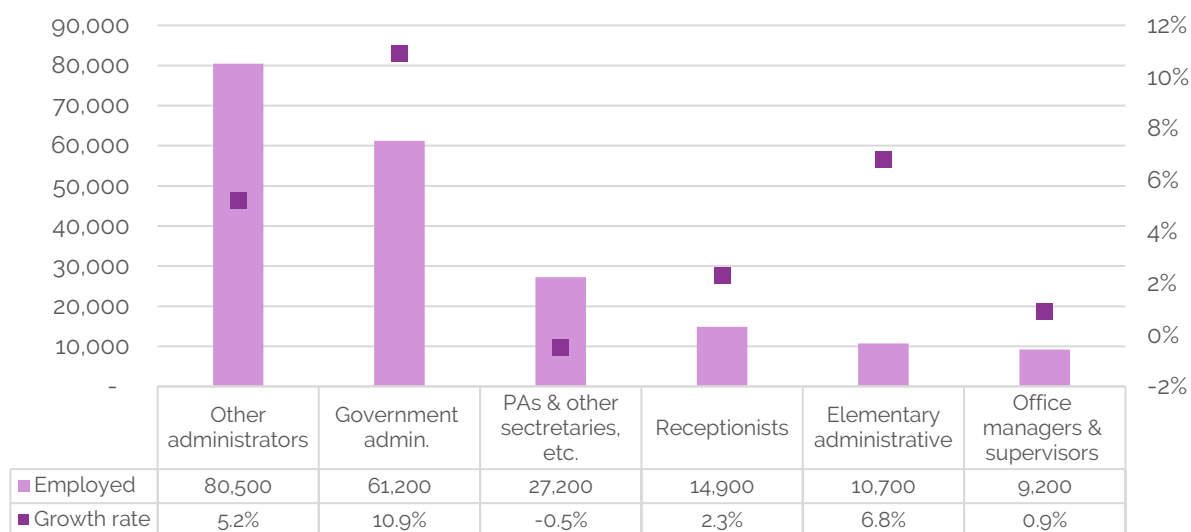


## 14 Administrative & Secretarial Occupations

Figure 10.14 Annual Average Employment (2022) & Annual Average Growth Rates (2017-2022)



<b>Overall employment</b>	<b>203,700</b>
<b>Share of total workforce</b>	8.0%
<b>Main sectors of employment</b>	30% - Public administration and defence (PAD) 14% - Health 8% - Transport
<b>Employment growth</b>	+47,300 between 2017 and 2022 +5.4% on average annually (compared to +3.0% for total workforce)

2022	% Female Q4	% Full-time Q4	% Aged 55 years & over Q4	% Irish citizens Q4	% Third level graduates Q4	Number of new employment permits	Recruitment Agency Survey
Government admin.	69%	90%	31%	96%	55%	2	
Other administrators	81%	70%	22%	89%	55%	4	✓
Office managers & supervisors	[83%]	[84%]	...	[82%]	[65%]		
PAs & other secretaries, etc.	97%	55%	39%	91%	35%		
Receptionists	87%	[49%]	...	80%	...		
Elementary administrative	...	94%	...	95%	...		
<b>Overall total</b>	<b>76%</b>	<b>75%</b>	<b>27%</b>	<b>91%</b>	<b>49%</b>	<b>6</b>	

Source: SLMRU (SOLAS) analysis of CSO (LFS) data, DETE, and SLMRU Recruitment Agency Survey (RAS)  
Numbers in square brackets should be treated with caution; an ellipsis (...) denotes numbers too small to report

## Overall Outlook for these Occupations

Government administrative occupations have been the primary driver of the strong employment growth for this occupational group over the five-year period, followed by other administrators; the remaining occupations have seen little growth, or indeed declines, in employment levels over the same period.

The relatively high level of recent job hires for many occupations suggests that job churn is a significant factor. In addition, the higher than average share who are aged 55 years and older indicates that job opportunities will continue to arise for replacement demand, even if employment levels are not growing. Skills mismatches may also be a feature of this occupational group with almost half holding third level qualifications.

Occupation	Economic summary
Government admin. occupations	The changes in classification as a result of the introduction of the new Labour Force Survey in 2017 are partly responsible for the strong employment growth rate for this occupation, although employment also grew strongly between 2019 and 2020, and continued to grow in 2022. Those employed are primarily female (69%), working full-time (90%), and over half (55%) held third-level qualifications. With a higher than average share of persons employed aged 55 years and older (31% compared to 19% for all occupations), replacement demand is likely to result in opportunities opening up for these roles even if employment growth slows. There was a significant number of vacancies advertised online for clerical officer roles across the civil service and Government administration roles. However, recent job hires for 2022 far exceeded employment growth indicating that job churn is a feature of this occupation. While job openings are set to continue, upskilling and reskilling may also be required for those already employed in these occupations in order to reach targets set out in the Civil Service Renewal Plan 2024 in areas such as in digital skills. <sup>1</sup>
Other administrators	This is the largest of the administrative occupations, with employment spread across all sectors of the economy. Employment grew strongly between 2019 and 2020 but has only seen marginal growth in employment levels since then. Despite this, there was a high level of recent job hires indicating that job churn is a significant feature of this occupation. Skills for Growth data points to some difficulties in filling a small number of administrator roles where skills such as digital, numerical, MS Office, and communications were in particular demand. Job opportunities are likely to continue for this role given its large size and the demand across sectors, even if employment levels slow or decline due to the impact of technological change.
Office managers & supervisors	Employment levels for this occupation have remained relatively stable in recent years. These roles were found across all sectors of the economy, albeit in small numbers. The data does not point to any issues with this occupation at present.
PAs & other secretaries, etc.	Employment in this occupation has been declining annually since 2019, resulting in a negative average growth rate for the five-year period. Combined, the education, health and professional activities sectors accounted for over two-thirds of employment. A high share of workers was employed in part-time roles (45%) and almost 40% were aged 55 years and older. As demand for PAs and secretaries falls, those leaving these roles may not be replaced which may see a continued decline in employment levels for this occupation.
Receptionists	Employment grew between 2021 and 2022 for this occupation, with numbers returning to pre-COVID-19 levels. Half of those employed worked part-time and there was a high level of recent job hires. DSP Jobs Ireland vacancies for receptionists primarily related to hotel receptionists. Factors such as automation may reduce the future demand for these roles.
Elementary admin (e.g. postal workers, couriers)	The strong employment growth rate is in part related to changes in the Labour Force Survey in 2017; although employment increased marginally between 2020 and 2021, it remained unchanged in 2022. Most are employed in the transport sector. Automation may reduce the future demand for some roles in this occupation, although increased online shopping since the onset of COVID-19 has seen demand for couriers and postal services persist.

<sup>1</sup> <https://assets.gov.ie/211842/8d223347-9114-43dd-84c5-78f685c63f1b.pdf>