

SECTOR FOCUS:

**National  
Careers  
Service**

Helping you take  
the next step

Northwest &  
Staffordshire

# Public Administration in Greater Manchester

This sector is the part of economic and administrative life that deals with the delivery of goods and services by and for the government, whether national, regional or local.

Examples of this sectors' activity include delivering social security, urban planning and organising national defences. At the national level, Public Administration is the Central Government and civil service, based mainly in London. At the local level, it is Local Government (i.e. your local council), the police and the fire service.

## What jobs are available?

Typical jobs and starting annual salaries in the sector include:



LOCAL GOVERNMENT  
ADMINISTRATION OFFICER  
**£23,200**



TOWN PLANNER  
**£33,000**



FIRE SERVICE OFFICER  
**£30,800**



POLICE OFFICER  
**£38,000**

## Fast Facts

In Greater Manchester,  
Public Administration is:



**630**  
employers



**28%**  
of businesses have  
50+ employees



Expected to provide  
**48,000**  
jobs by 2025

In the sector:



**54,000**  
employees



The most important skills  
for Administrative Grades  
are administrative skills, IT/  
computer related skills and  
customer service skills.



Cuts in public funding mean  
the sector is expected to  
decline by an estimated  
6000 jobs by 2025.



## What companies are based in Greater Manchester?

Leading Public Administration employers in Greater Manchester include:

- Department for Work & Pensions
- Greater Manchester Fire & Rescue
- Greater Manchester Police Authority
- Highways Agency
- HM Revenue & Customs
- Home Office
- Local Authorities
- Ministry of Defence
- Ofsted
- National Offender Management Service

## How do I get into the sector?

You can get into Public Administration via a number of routes, including:

### ➤ COLLEGES

Most local authority websites list nearby colleges or try the National Careers Service 'Find a course' tool at: <https://nationalcareersservice.direct.gov.uk/course-directory/home>.

### ➤ UNIVERSITIES

The majority of university level courses are listed on the UCAS website. To search for relevant courses go to: [www.ucas.com](http://www.ucas.com).

### ➤ TRAINING PROVIDERS

Many local training providers are listed on the Greater Manchester Apprenticeship Hub website at: <http://theapprenticeshiphub.co.uk/regional-map/> or you can search using the 'Find a course' tool listed above.

### ➤ APPRENTICESHIPS AND TRAINEESHIPS

For general information or to search for vacancies try the National Apprenticeships service at: <https://www.gov.uk/apprenticeships-guide>.

## How do I find out more?

For more information, go to:

### NATIONAL CAREERS SERVICE

➤ <https://nationalcareersservice.direct.gov.uk>

### CIVIL SERVICE JOBS

➤ [www.civilservice.gov.uk](http://www.civilservice.gov.uk)

### LOCAL GOVERNMENT JOBS

➤ [www.lgjobs.com](http://www.lgjobs.com)

### LOCAL GOVERNMENT JOBS IN GM AUTHORITIES

➤ <https://www.greater.jobs/>