

Records Manager

Information and Organisation Professionals

Hmm, 28% of your job is more susceptible to automation.

Some of your tasks that are easier to automate are...

- Collect evidence for legal proceedings.
- Investigate legal issues.
- Conduct hearings to investigate legal issues.
- Gather financial records.
- Evaluate information related to legal matters in public or personal records.
- Research relevant legal materials to aid decision making.

That leaves 72% of work time on tasks that are less susceptible to automation.

That's when you're doing things like...

- Appraise property values.
- Verify accuracy of records.
- Conduct financial or regulatory audits.
- Examine financial records to ensure compliance with policies or regulations.
- Forecast economic, political, or social trends.
- Analyse market conditions or trends.

What does this mean for my job?

Economist Andrew Charlton, who led the AlphaBeta team that created this dataset, says that over the next 30 years, automation will affect every job in Australia — but not always in the ways you might expect.

It's not all about machines destroying jobs, he says.

"It's not so much about what jobs will we do, but how will we do our jobs," he explains.

"Everyone will do their job differently, working with machines over the next 20 years.

"For example, a retail worker will spend nine hours less on physical and routine tasks like stocking shelves and processing goods at the checkout, and nine hours more on tasks like helping customers to find what they want and providing them with advice."

Still, there's no doubt AI will put some jobs at risk, and Charlton says the most critical thing is how Australian governments and businesses respond to the need to transform large sections of the workforce.

How does my job compare to other occupations?

Here's how Information and Organisation Professionals sit on the scale of all job groups. It's less susceptible to automation compared to many other occupations.

28% Your job

Who faces the biggest risk of automation?

The Australian workers whose jobs are most susceptible to automation work in construction, trades, food prep, and cleaning.

More susceptible →

← Less susceptible

Construction and Mining Labourers

86%Your job

Glaziers, Plasterers and Tilers

85%Your job

Floor Finishers and Painting Trades Workers

84%Your job

Food Preparation Assistants

84%Your job

Cleaners and Laundry Workers

77%Your job

Who faces the lowest risk of automation?

The Australian workers whose jobs are least susceptible to automation work as project managers, insurance agents, real estate agents, engineers and IT managers.

More susceptible →

← Less susceptible

Contract, Program and Project Administrators

7%Your job

Insurance Agents and Sales Representatives

7%Your job

Real Estate Sales Agents

9%Your job

Engineering Professionals

10%Your job

ICT Managers

12%Your job

Explore all jobs

Most susceptible Least susceptible A-Z

More susceptible →

← Less susceptible

Construction and Mining Labourers

86%Your job

Glaziers, Plasterers and Tilers

85%Your job

Floor Finishers and Painting Trades Workers

84%Your job

Food Preparation Assistants

84%Your job

Cleaners and Laundry Workers

77%Your job

Fabrication Engineering Trades Workers
76%Your job
Horticultural Trades Workers
75%Your job
Packers and Product Assemblers
70%Your job
Automotive Electricians and Mechanics
69%Your job
Mobile Plant Operators
68%Your job
Stationary Plant Operators
68%Your job
Panelbeaters, and Vehicle Body Builders, Trimmers and Painters
67%Your job
Printing Trades Workers
66%Your job
Wood Trades Workers
66%Your job
Textile, Clothing and Footwear Trades Workers
64%Your job
Storepersons
63%Your job
Food Process Workers
62%Your job
Machine Operators
62%Your job
Plumbers
60%Your job
Hospitality Workers
58%Your job
Farm, Forestry and Garden Workers
56%Your job
Miscellaneous Technicians and Trades Workers
56%Your job
Bricklayers, and Carpenters and Joiners
55%Your job
Mechanical Engineering Trades Workers
55%Your job
Keyboard Operators
52%Your job
Arts Professionals
51%Your job
Logistics Clerks
49%Your job
Miscellaneous Factory Process Workers
49%Your job
Truck Drivers
48%Your job
Child Carers
46%Your job
Miscellaneous Labourers

46%Your job
ICT and Telecommunications Technicians
45%Your job
Clerical and Office Support Workers
44%Your job
Freight Handlers and Shelf Fillers
44%Your job
Natural and Physical Science Professionals
44%Your job
Prison and Security Officers
44%Your job
Automobile, Bus and Rail Drivers
41%Your job
Electricians
41%Your job
Food Trades Workers
40%Your job
Database and Systems Administrators, and ICT Security Specialists
39%Your job
Personal Assistants and Secretaries
39%Your job
Electronics and Telecommunications Trades Workers
36%Your job
Receptionists
35%Your job
Sales Assistants and Salespersons
35%Your job
Education Aides
34%Your job
Financial and Insurance Clerks
34%Your job
Call or Contact Centre Information Clerks
32%Your job
Miscellaneous Clerical and Administrative Workers
31%Your job
Personal Carers and Assistants
30%Your job
Accountants, Auditors and Company Secretaries
29%Your job
Agricultural, Medical and Science Technicians
29%Your job
Delivery Drivers
29%Your job
Accounting Clerks and Bookkeepers
28%Your job
Information and Organisation Professionals
28%Your job
Sales, Marketing and Public Relations Professionals
28%Your job
Health Diagnostic and Promotion Professionals
25%Your job

ICT Network and Support Professionals
25%Your job
Personal Service and Travel Workers
25%Your job
Retail Managers
23%Your job
Human Resource and Training Professionals
22%Your job
School Teachers
22%Your job
Accommodation and Hospitality Managers
21%Your job
Air and Marine Transport Professionals
21%Your job
Defence Force Members, Fire Fighters and Police
21%Your job
General Clerks
21%Your job
Medical Practitioners
21%Your job
Farmers and Farm Managers
20%Your job
Health and Welfare Support Workers
20%Your job
Media Professionals
20%Your job
Miscellaneous Education Professionals
19%Your job
Animal Attendants and Trainers, and Shearers
18%Your job
Hairdressers
18%Your job
Health Therapy Professionals
18%Your job
Sports and Fitness Workers
18%Your job
Tertiary Education Teachers
18%Your job
Architects, Designers, Planners and Surveyors
17%Your job
Business and Systems Analysts, and Programmers
17%Your job
Midwifery and Nursing Professionals
16%Your job
Chief Executives, General Managers and Legislators
15%Your job
Financial Brokers and Dealers, and Investment Advisers
15%Your job
Advertising, Public Relations and Sales Managers
14%Your job
Business Administration Managers

14%Your job
Miscellaneous Hospitality, Retail and Service Managers
14%Your job
Office and Practice Managers
14%Your job
Social and Welfare Professionals
14%Your job
Building and Engineering Technicians
13%Your job
Checkout Operators and Office Cashiers
13%Your job
Construction, Distribution and Production Managers
13%Your job
Education, Health and Welfare Services Managers
13%Your job
Legal Professionals
13%Your job
Miscellaneous Sales Support Workers
13%Your job
ICT Managers
12%Your job
Miscellaneous Specialist Managers
12%Your job
Engineering Professionals
10%Your job
Real Estate Sales Agents
9%Your job
Contract, Program and Project Administrators
7%Your job
Insurance Agents and Sales Representatives
7%Your job

Economic modelling firm AlphaBeta conducted an analysis to figure out how difficult it would be to automate each type of job in Australia, in a research project that was funded by Google.

It's a huge task, and not simple. The project was led by economist Andrew Charlton, a former adviser to Kevin Rudd.

"We broke the Australian economy down into 20 billion hours of work," he explains, "and we asked what does every Australian do with their day, and how does what they do in their job change over the next 15 years."

In more detail, here's the process Charlton and his team stepped through:

The starting point was an existing US government database called O*NET, which provides a breakdown of the types of tasks every occupation performs. For example, a factory worker might 'operate equipment' and 'monitor facilities', while a sales assistant would 'assist customers' and 'assess products'. The database contains more than 2,000 such work-related activities.

Each of those work tasks was assessed and placed into one of six groups depending on the type of work it represented. For instance, tasks requiring interaction with other people were

assigned to a group named 'interpersonal' and tasks such as reviewing documents or monitoring facilities were assigned to a group named 'information analysis'.

Each of those groups of work tasks was rated as 'difficult to automate' or 'automatable'. All of that information was pulled together, so the researchers could see how much of any individual job was 'difficult to automate' and how much was 'automatable'.

Credits

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