



Australian Government

Department of Employment,  
Skills, Small and Family Business

# Improving your odds in the labour market

*A resource for workers facing retrenchment*

Labour Market Research and Analysis Branch  
Department of Employment, Skills, Small and Family Business

June 2019

# This is a difficult time



Don't forget to:

- ➔ Seek financial advice
- ➔ Talk to your friends and family – don't shut them out

Remember, help is available for you

# There are resources to help you find pathways to employment

Help on [whatsnext.jobs.gov.au](https://whatsnext.jobs.gov.au)

**Australian Government** | **What's Next?** | [What's Next](#) | [Changing Lanes](#) | [FAQs](#) | [Translation services](#) | [Contact Us](#)

### Are you a worker?

Are you facing retrenchment and wondering What's Next? This website can help you work out what to do after your job loss, providing handy resources and links to support available to help you through this transition.

- Start with information & support
- Find a new job
- Change careers
- Retrain
- Retirement
- Start a business

Facing retrenchment from the Automotive Industry? Visit [Changing Lanes](#).

### Are you an employer?

Are you an employer who is looking to downsize? Find out what assistance is available to you and your workers.

→ Information for Employers

### jobactive

Visit the [jobactive website](#), the Australian Government's employment service to help Australians into work and help employers find the right staff for their business.

Read this to me

# Explore careers on [joboutlook.gov.au](http://joboutlook.gov.au)

Australian Government

Career Quiz Careers Industries A-Z My Careers List SEARCH

## Your guide to Australian careers

Job Outlook can help you make decisions about study and training, your first job, or the next step in your career.

**CAREER QUIZ**  
Discover careers that match your work style.

**CAREER PROFILES**  
Learn about job tasks, skills, prospects and pay.

**EXPLORE AUSTRALIA**  
Explore careers in demand where you live.

**FUTURE OUTLOOK**  
Find industries and jobs expected to grow.

What are you looking for? Industry Skill Level SEARCH

# Here's an example of a career profile on [joboutlook.gov.au](http://joboutlook.gov.au)

## Purchasing and Supply Logistics Clerks

ANZSCO ID 5911

[★](#) [FIND VACANCIES ↗](#) [🖨️](#)

Overview | **Prospects** | Pathways | Skills & Knowledge | Work Environment

Purchasing and Supply Logistics Clerks prepare and process orders for goods and services, monitor stock levels and supply sources and maintain stock and inventory levels, record and coordinate the flow of materials between departments, prepare production schedules, and administer and coordinate storage and distribution operations within organisations.

A Certificate II or III, or at least 1 year of relevant experience, is usually needed to work in this job. Around one in four workers have finished high school. Even with a qualification, sometimes experience or on-the-job training is necessary.

### Tasks

- requisitioning supplies from stock and sending orders to production departments and other firms
- confirming completion of orders and compliance with details specified, signing tally sheets and attaching to checked items
- receiving and checking purchase requests against inventory records and stock on hand
- examining orders and compiling data for production schedules
- checking inventories and preparing delivery schedules
- examining containers to ensure that they are filled, and recording quantities
- investigating and identifying supply sources and preparing and processing purchase orders
- providing price and other information about goods to prospective customers
- counting incoming stock and reconciling it with requisitions, and updating inventory and stock location records
- establishing and coordinating the operating procedures for receiving, handling, storing and shipping goods

### Fast Facts

- \$1,150** Weekly Pay ?
- 95,800 workers** Employment Size ?
- Moderate** Future Growth ?
- Lower skill** Skill level rating ?
- Average unemployment** Unemployment ?
- 81.8% Full-Time** Full-Time Share ?
- 39.4 hours** Average full-time ?
- 40 years** Average age ?
- 42.2% female** Gender Share

# The way we work has changed

## Jobs are changing, disappearing and emerging



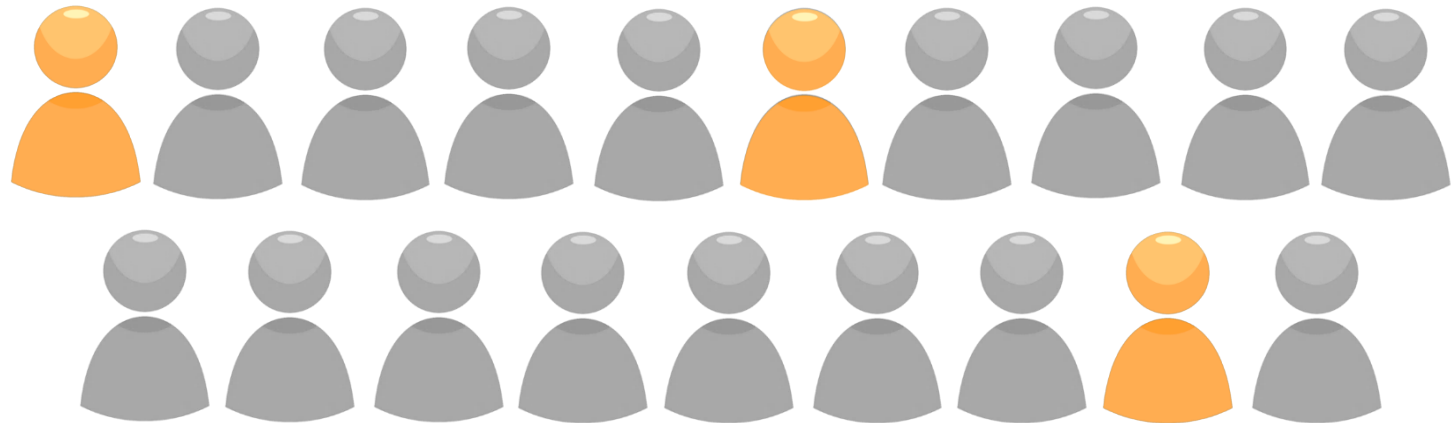
- Increased flexibility is the new normal
- Increasing self-employment, contract work, project work and entrepreneurship
- Increasing job mobility and multiple career changes – the worker of the future could have 17 jobs in 5 careers
- Lifelong learning is essential and not optional

More than 1 million Australians now hold a secondary job

# The Australian jobs market is doing well, but it is still competitive

Vacancies advertised on the internet or in a newspaper

There are **19** applicants per vacancy,  
on average...



...and only **3** applicants are interviewed



# But there are opportunities across many occupations...

→ There were 177,600 job vacancies on the internet in March 2019 (21% more than five years ago)

→ 89% of technician and trade occupations surveyed in 2018 are in national shortage

→ 46% of professional occupations surveyed in 2018 are in national shortage





# ...and your skills may be in demand in some of the largest employing industries

## Biggest employers

- Health Care
- Retail
- Construction

Don't limit your job search to the industry you were employed in – your skills are transferrable across many industries and there may be new opportunities!

## Other large employers

- Education and Training
- Manufacturing
- Accommodation and Food Services



# So, what are employers looking for?

## 1. Qualifications and training

Employers *value* education and study

## 2. Experience and skills

Employers want *job ready* candidates

## 3. The right personal qualities

*Distinguishes* the individual

# Your skills, experience and training will benefit other employers...

For example, employers think former auto workers have many transferrable skills:

**Experience  
with machines**

**Hard working  
and committed**

**Ability to follow  
plans**



**Technical  
knowledge**

**Quality control**

**Teamwork**

# ...and you might already have skills and qualifications

You need to do a skills stocktake:

- What skills have you developed over your career?
- How do these fit with other jobs?

Go to the [What's Next](#) website for help



Think about your qualifications

- Are they still relevant in today's jobs market?
- Do you need to undertake more training?

But don't do training for the sake of it. **Get advice!**



# Employers also value work experience

Nearly three quarters of surveyed Australian employers said that experience is essential when hiring

It is evidence that you have the skills

It demonstrates that you are reliable

It shows that you are job ready

You need to explain *how* your experience is relevant to every job you apply for

# You need to demonstrate your skills in your application



**72%** of employers place at least as much emphasis, if not more, on **employability skills** than they do on **technical skills**

## Essential employability skills:

- ✓ Interpersonal & people skills
- ✓ Communication & teamwork skills
- ✓ Creativity & problem solving
- ✓ Adaptability & resilience
- ✓ Reliability & motivation
- ✓ Critical thinking
- ✓ Digital literacy



# As soon as you know, start looking



The longer you're out of work,  
the harder it is to find work...

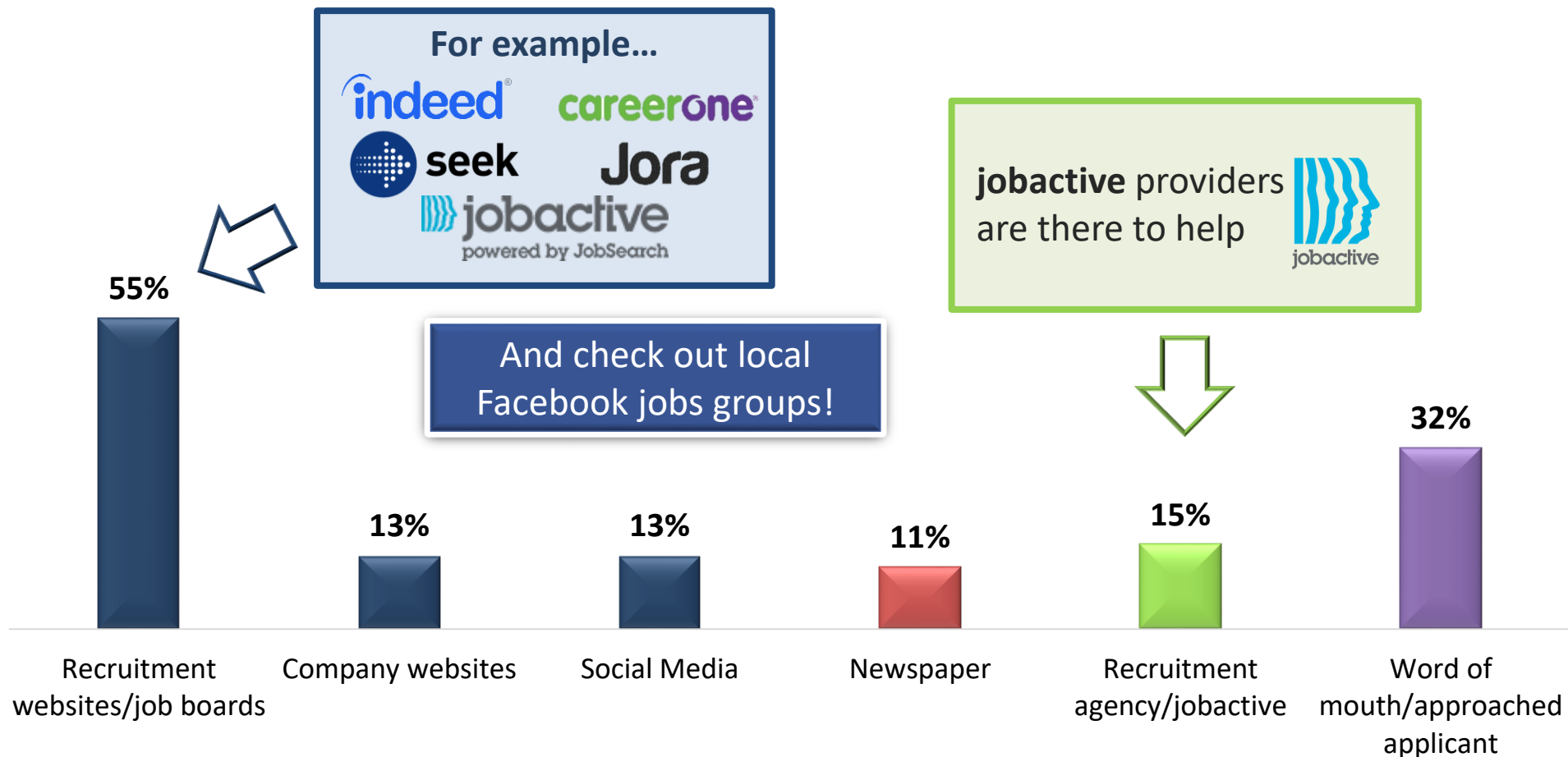
**...but remember, you have:**

- ✓ Transferrable skills
- ✓ Recent work experience
- ✓ References from your employer
- ✓ Access to support



# So, how do you look for a new job?

Proportion of vacancies, Australia, 2018



**Consider approaching employers directly – 1 in 5 jobs aren't advertised!**

Note: Employers can select multiple methods of recruitment

Source: Department of Employment, Skills, Small and Family Business, Survey of Employers' Recruitment Experiences, 2018

Department of Employment, Skills,  
Small and Family Business, June 2019

# You need a good application and résumé



- ✓ Research the job and the business
- ✓ Change your application and résumé to fit every job
- ✓ Keep your résumé simple and short
- ✓ Check spelling and grammar
- ✓ Get advice and find someone to proofread your application
- ✓ Ring the contact for the job to show your interest

# The interview is important

- ✓ Prepare and practise beforehand with family or friends
- ✓ Be on time and dress appropriately
- ✓ Communicate well, be enthusiastic and friendly
- ✓ Ask questions about the job or business
- ✓ Demonstrate what you can bring to the job
- ✓ Emphasise the transferability of your skills and experience

Employers want to know **who** they will be working with.

The interview is your opportunity to make a **good first impression**.

# Some final thoughts...

## Don't hold out for the perfect job!

You may need to compromise...

A different industry or occupation

A different location

Contract or casual work

Part-time or shift work

### **Remember:**

- ✓ **All** jobs can open doors
- ✓ **Apply** for jobs that are relevant to you
- ✓ It **takes time** to settle in, try to stick it out

# Many others have made the transition

Some thoughts from a former Holden worker

## On losing his job

*Jason said, "I think it is natural to feel a bit worried and have some self-doubt when there is something new on the horizon. Once I'd pulled my head out from under the covers and realised I had to get out and do something to find a job, the process probably took about six months."*

## On his new job

*"I love what I'm doing now, I'm really enjoying the customer service side of things. The pay is not the same, but we've made some adjustments, so it's good."*



# You can control what happens now!

Use all the *support and advice* available

Think broadly and be prepared to *compromise*

You have to act quickly – the more you delay,  
*the harder it will be*

# Looking after yourself



The retrenchment process can be a difficult time and it is important that you look after yourself and your family.

## **If you want to talk to someone immediately, help is available:**

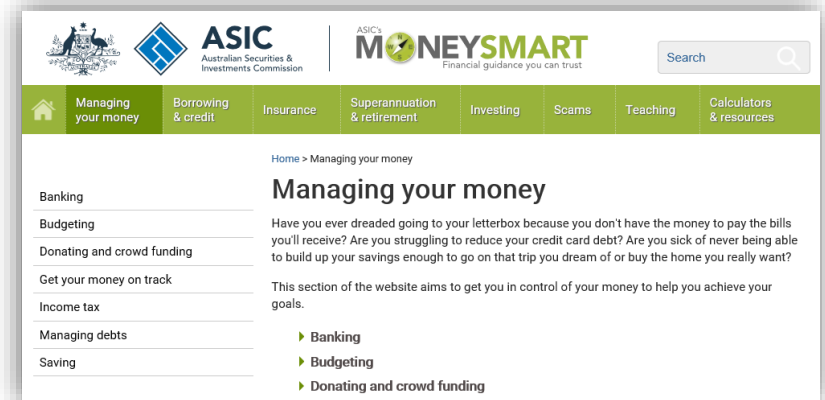
- Your General Practitioner (GP) can provide support
- You can find a counsellor in your workplace or through your employer's employee assistance program.
- [beyondblue](#) provides a free support service and information resources on depression and anxiety for all age groups. Call **1300 22 46 36**.
- [Lifeline](#) provides online, phone and face-to-face crisis support. You can call them on **13 11 14**.



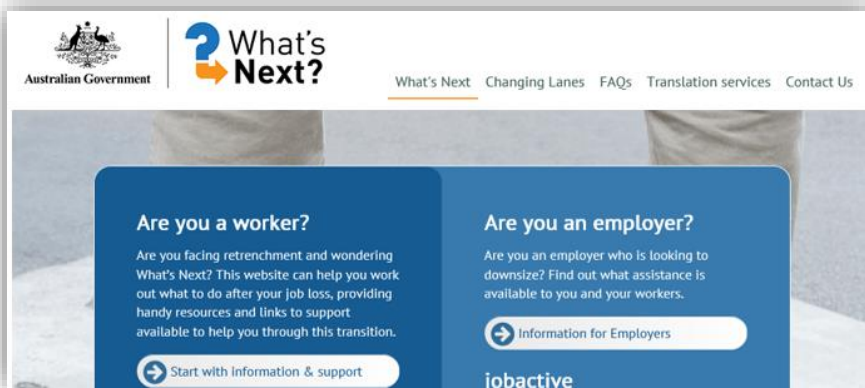
# Tools to assist



[joboutlook.gov.au](http://joboutlook.gov.au)



[moneysmart.gov.au](http://moneysmart.gov.au)



[whatsnext.jobs.gov.au](http://whatsnext.jobs.gov.au)



[australianjobs.jobs.gov.au](http://australianjobs.jobs.gov.au)



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