Executive DATA COLLECTION

**DATA SPECIFICATION 2018**

This resource describes the data required by VPSC in the Executive Data Collection.

1. Your data file

The data described in the following sections needs to be placed into an Excel file and emailed to [execdata@vpsc.vic.gov.au](mailto:execdata@vpsc.vic.gov.au). Before emailing your data file, please check the data conforms to this specification.

An example excel file with column headers is available from the Public Service Executive Data Collection Resources on the VPSC website.

<http://vpsc.vic.gov.au/resources/data-collection-public-service-executive/>

Please contact [execdata@vpsc.vic.gov.au](mailto:execdata@vpsc.vic.gov.au) if you need further assistance.

1. Data requirements
   1. Which executives to include in your data file

Please provide the data specified in the following sections for all people employed as an executive under Part 3, Division 5 of the *Public Administration Act 2004*, **irrespective of their full time equivalent TRP.**

Provide details for all executives that were employed and paid **at the relevant collection point**:

* 31 January - in the mid financial year collection
* the last full pay period in June - for the end of the financial year collection
  1. Data to be provided for each executive

Each row of your data file should contain the information in Table 1 for each executive position that meets the criteria described in Section 2.1.

* Please provide as much information as possible for each executive.
* Please identify any positions which are statutory appointments (in comments field)

All information to be correct as **at the relevant collection point**:

* 31 January - for the mid financial year collection
* the last full pay period in June - for the end of the financial year collection

Table 1 The content and format of your data file

| Column | Data point | Description | Format |
| --- | --- | --- | --- |
| A | FTE | The Full Time Equivalent time fraction of the executive.  Full time = 1  If executive works 2 days a week, the FTE is 0.4  48/52 type arrangements - should not affect the FTE. | A number.  Must not exceed 1. |
| B | Surname | Individual’s surname | Free text |
| C | First name | Individual’s first name | Free text |
| D | Salutation | Salutation (Mr/Ms/Mrs/Dr etc.) | Free text |
| E | Gender | Sex (Man or Woman or Self-described) | Man or Woman or Self-described |
| F | DOB | Date of birth | DD/MM/YYYY |
| G | Contract start date | The start date of the current contract. This date must be prior to the collection census date. | DD/MM/YYYY |
| H | Contract expire date | The expire date of the current contract | DD/MM/YYYY |
| I | VPS date | The date the person commenced continuous VPS service | DD/MM/YYYY |
| J | Exec date | The first time the person was employed as an executive in the VPS (i.e. Executive or SES pre 1992) for their current period of continuous employment in the public service | DD/MM/YYYY |
| K | Role title | The title of the role specific to the department | Free text |
| L | Division | Division within department in which the position is located | Free text |
| M | Band | Executive Band (EO-1, 2, 3, Secretary, GIC appointment, Sworn Police or Other.) | • EO-1  • EO-2  • EO-3  • Secretary  • GIC appointment  • Sworn Police  • Other |
| N | PFES score | Points Factor Evaluation System (MCED) points (Agencies using other PFES systems to advise).  Provide if available otherwise leave as blank. | PFES score, if available |
| O | Current TRP | The Total Remuneration Package determined as if the executive worked an FTE of 1.0. Do not adjust the TRP to reflect part-time or additional leave situations. | Number  No commas or $ signs. |
| P | Primary super scheme | Indicate whether the executive is a member of the following types of superannuation schemes:  • Revised Scheme  • Other defined benefit scheme (including New scheme, Transport scheme, Water Industry super scheme, ESSS (Emergency Services), SERBS  • Accumulation scheme | • Revised scheme  • New scheme  • Accumulation fund  • Other (ESSS)  • Other (Transport scheme)  • Other |
| Q | Comments | Any other comments applicable to this executive. | Free text |
| R | Right of Return | Does this executive have right of return? | Y or N |