Organogram and Senior Salary Datasets - Quick Guide

A Guide to the senior-staff dataset

Post Unique Reference

The reference code for the post which is unique to the organisation. This may be listed as "0" for staff that are still with the organisation but not in a post (e.g. loan or secondment out).

Name

Post holder's name for SCS Pay Band 2 / equivalent and above. Posts that no longer exist are listed as "Eliminated".

Grade

Standard SCS pay grade.

Job Title

The generic title for the grade (e.g. Director, Director General etc) plus the area of responsibility.

Job Team / Function

The core purpose of the job / team.

Parent Department

The name of the central government department.

Organisation

The full name of the organisation (executive agencies and NDPBs only will differ from Parent Department).

Unit

A major part of the organisation's structure (e.g. a management unit).

Contact Phone

The contact telephone number of the post holder. Can be a central point within a unit where enquiries about the work area can be passed to an appropriate person to deal with.

Contact E-mail

As above but a contact e-mail address for the post.

Reports to Senior Post

The unique reference of the post this post reports to (i.e. the post above this one in the organisation's structure). The highest post in the organisation will be listed as reporting to "XX".

Salary Cost of Reports (£)

The aggregated salary cost of staff that report to that unique post reference. Only includes those staff not included under another SCS post (i.e. this is not cumulative as you go up the hierarchy). Where there are a total 5 or less staff reporting to a unique post, aggregated salary costs will be rounded to the nearest £100k.

FTE

Full time equivalent. Indicates whether a post is full or part time.

Actual Pay Floor (£)

The £5k band within which the post holder's salary falls. Only salaries of SCS Pay Band 2 / equivalent and above are disclosed.

Actual Pay Ceiling (£)

As above but the top end of the £5k band.

Profession

The profession of the post chosen from the Professional Skills for Government (PSG) standard Civil Service professions.

Notes

Additional information not captured elsewhere.

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Parent Department

The name of the central government department.

Organisation

The full name of the organisation (executive agencies and NDPBs only will differ from Parent Department).

Unit

A major part of the organisation's structure (e.g. a management unit).

Senior Reporting Post

The unique reference code of the senior person to whom this group reports (if they report through a junior intermediary, this is ignored for this purpose).

Grade

The level of the post. This will be junior grades below SCS and departments have their own grading structure at these levels.

Payscale minimum

The minimum pay of junior grades.

Payscale maximum

The maximum pay of junior grades.

Generic Job Title

Job title associated with this post. This is based on a standard list provided by Cabinet Office.

Number of posts in FTE

Full time equivalent number of posts reporting to a senior post of the same grade, generic job title and profession.

Profession

The profession of the post chosen from the Professional Skills for Government (PSG) standard Civil Service professions.