

DIRECTIVE No. 03/13*Supersedes:02/06***Commission Chief Executive Directive: Workforce Profile Information****1 Purpose:**

To specify the obligations of departments to submit workforce profile information to the Public Service Commission.

2 Effective date:

15 March 2013

3 Legislative Provision:

Sections 22, 23, 46(1)(j) and 53 of the *Public Service Act 2008*

4 Application:

This directive applies to all public service departments under the *Public Service Act 2008*. Application to other entities will be by agreement between the entity's chief executive and the Commission Chief Executive (CCE) of the Public Service Commission (PSC). Where such agreement is reached, entities must comply with this directive as though they were departments.

5 Previous Reference:

Directive 04/01

Directive:

- 5.1 Departments must provide the PSC with workforce profile information as required by the PSC.
- 5.2 The PSC will notify agencies in writing, from time to time, the information required, and the form, manner and timeliness for submission to the PSC. This information will be published on the [PSC website](#).
- 5.3 Chief Executives are responsible for the accuracy, integrity and timeliness of information submitted to the PSC by their department.
- 5.4 On written request, the CCE may exempt departments from the provisions of this directive if satisfied that the exemption will not compromise the PSC's statutory duty to report to the Minister on the workforce profile.