THE
DOCUMENT CONTROL TRIBUNE

SPECIAL ISSUE On Salary Survey

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Salary Survey – Special Issue

In the last quarter of 2014, Consepsys launched a salary survey open to all Document Control professionals (from all countries, industries and experience levels). After a thorough analysis, the results of this survey are now published and are attached as an extra to this issue of the newsletter!

Survey Contributors

We received 331 contributions, from which 285 were complete and could be used in the survey. Contributors were based in 42 countries, but the main contributing countries were Australia, United Kingdom, Malaysia and Singapore.

As with any survey of this type: the greater the number of contributions, the better the results. Sometimes, there were not enough contributors or too many disparities to be certain about the averages. We really hope to obtain more contributions for the next survey, so that we can publish more in-depth results.

Who is the average Document Control professional?

The average Document Control professional is a woman (58% of contributors were women), working either in the Oil & Gas (53.7% of contributors) or the Construction (21.4% of contributors) industries. She is employed as a member of staff (66% of contributors), works on a project (69% of contributors), in offices (as opposed to on-site) and has a 'Document Controller' job title (46% of contributors).

Salary Range

As expected, due to the survey being open to all countries, there are many disparities. Even within the same country, there are sometimes great disparities. However, the combined numbers are still interesting:

Salary Range – All Countries, Job Titles, Experience and Contracts aggregated (British Pounds)
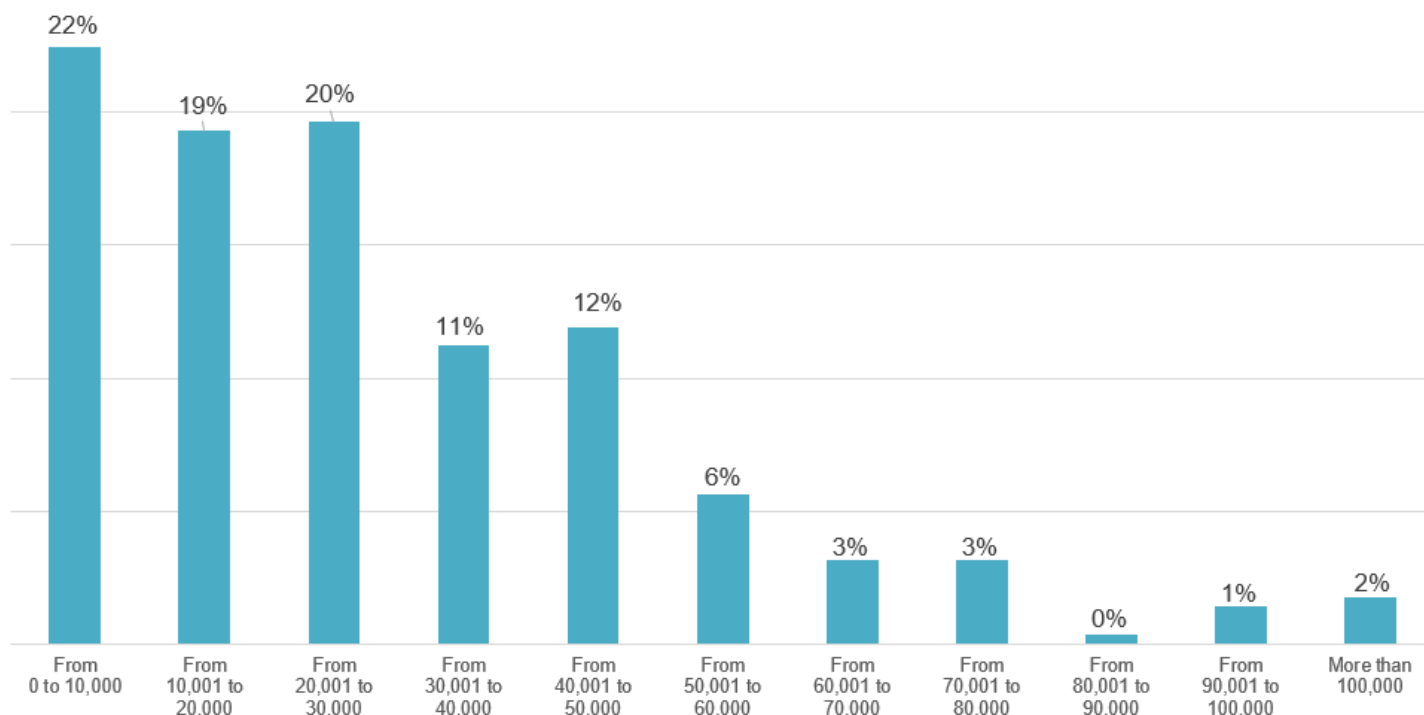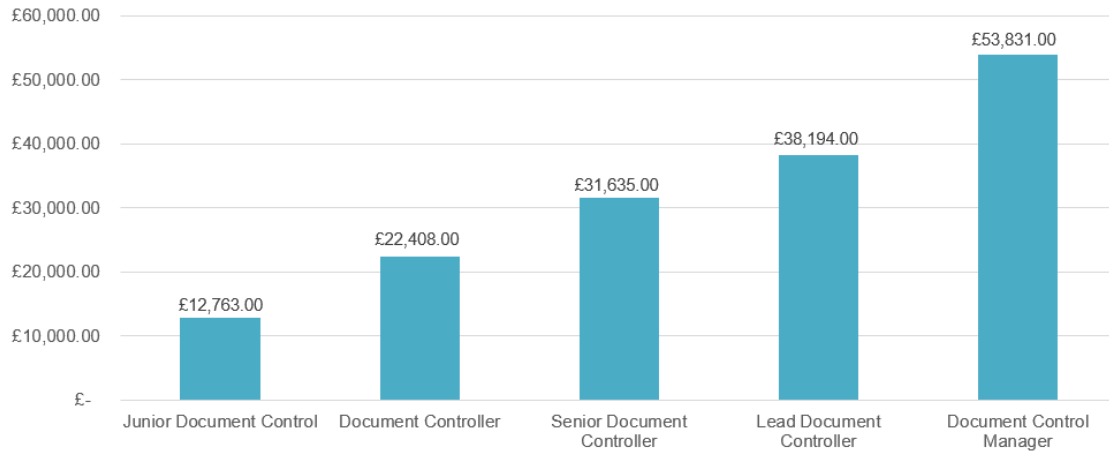

Original data converted into British Pounds in order to be able to compare between countries using various currencies

Influence of the Job Title

The job title, which can, most of the times, be related to the experience, has an important influence on the salary range.

As expected, there is a clear progression of the average salary along with the career progression:

Average Salary by Job Title (British Pounds)

Original data converted into British Pounds in order to be able to compare between countries using various currencies
All Countries, experience and contracts aggregated

Bonuses and Incentives

The survey did not focus only on the base salary, but also collected data on bonuses and incentives.

- The contributors indicated that 44% of them receive financial incentives and benefits (this includes the various bonuses)

- The average bonus / financial incentive represents 15% of the annual salary

- But incentives are not only financial, they can take many forms. The chart below shows the most frequent incentives received by the contributors:

Percentage of contributors receiving each of these incentives:
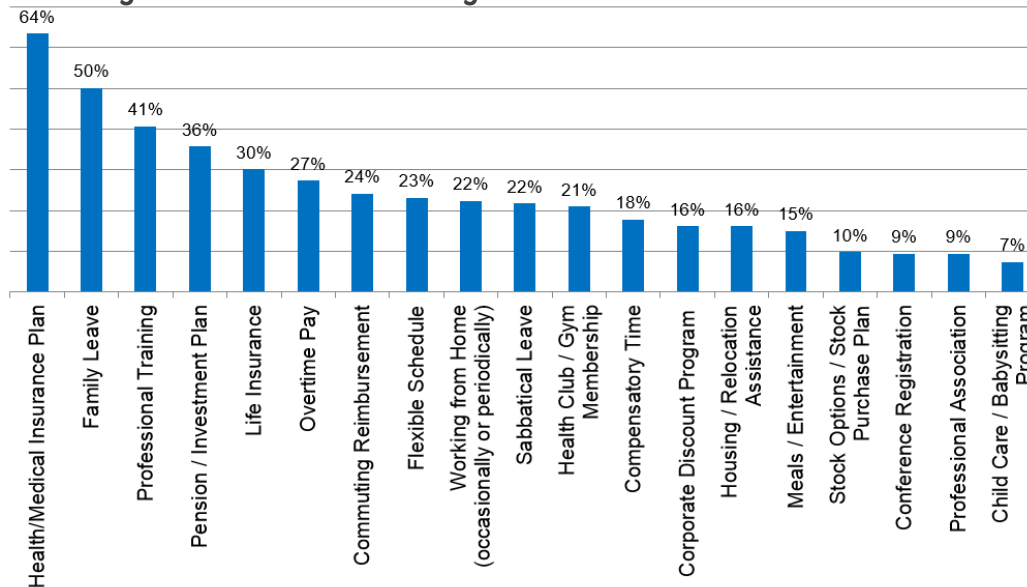
Data by Country

In the complete survey report, we have published average salaries for all countries with at least two contributors.

When there were too few contributors, or when the disparities between contributions were too big, we have added a warning next to it.

Any salary indication is also to be analysed in conjunction with the cost of living. This is why we also have indicated the 'consumer price index' which allows quick comparison of the cost of living from one country to another.

The table below is sorted by countries with the highest number of contributions.

COUNTRY	No. OF ENTRIES IN THE SURVEY	CONSUMER PRICE INDEX (cost of living)	AVERAGE SALARY (all positions aggregated)		WARNING
Australia	55	99.32	GBP	48,251	
United Kingdom	37	92.19	GBP	39,205	
Malaysia	28	45.97	GBP	11,911	HIGH DISPARITY IN RESULTS / LOW NUMBER OF ENTRIES
Singapore	22	93.61	GBP	23,568	HIGH DISPARITY IN RESULTS / LOW NUMBER OF ENTRIES
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Egypt	2	37.22	GBP	2,503	HIGH DISPARITY IN RESULTS / LOW NUMBER OF ENTRIES
Algeria	2	34.10	GBP	6,140	HIGH DISPARITY IN RESULTS / LOW NUMBER OF ENTRIES

(*) All positions and job titles aggregated – salaries converted to GBP

Free Complete Salary Survey Report

The complete survey report is attached at the end of this newsletter and can be downloaded here: http://www.consepsys.com/document-control-support/salary-survey/

12 Top Tips for Career Growth

1   Be pro-active: don't wait until someone comes and ask you to do something. Take the initiative and anticipate the needs of your team members.

2   Don't only firefight: anticipate and be strategic.

3   Always aim at excellence: do more than just what is expected from you.

4   Constantly learn and enhance your skills: through on-the-job training, formal training and also by asking questions when you don't understand something.

5   Always come up with proposed solutions or options when you take a problem to your boss.

6   Share the credit with anyone who helped you achieve your objectives.

7   Network with other professionals: by attending training, joining professional organisations, going to seminars, etc.

8   Don't expect to be promoted without working hard and demonstrating that you have the abilities for the position to which you wish to be promoted.

9   Have a strategy. Brainstorm about your career: Where do you see yourself in two years, five years, ten years? What should you do to get there? Which skills should you learn? What stepping stones should you consider?

10   Learn from experience as well as from criticism and negative feedback: don't take it personally, and ask yourself what you can do to fix that in the future.

11   Be reliable: deliver what you promised, on time and with the right level of quality.

12   Communicate your results. Don't just work hard: talk about your achievements too.

Results Solutions Opportunity Insights Professionals Network Learning Achievements Valuable Career Development Employer Initiatives Knowledge Excellence Experience Credibility Connections Evolution Skills Strategy

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On Twitter: @consepsys_im

Document Controllers Stories

Consepsys Limited – The Document Control Professionals – www.consepsys.com
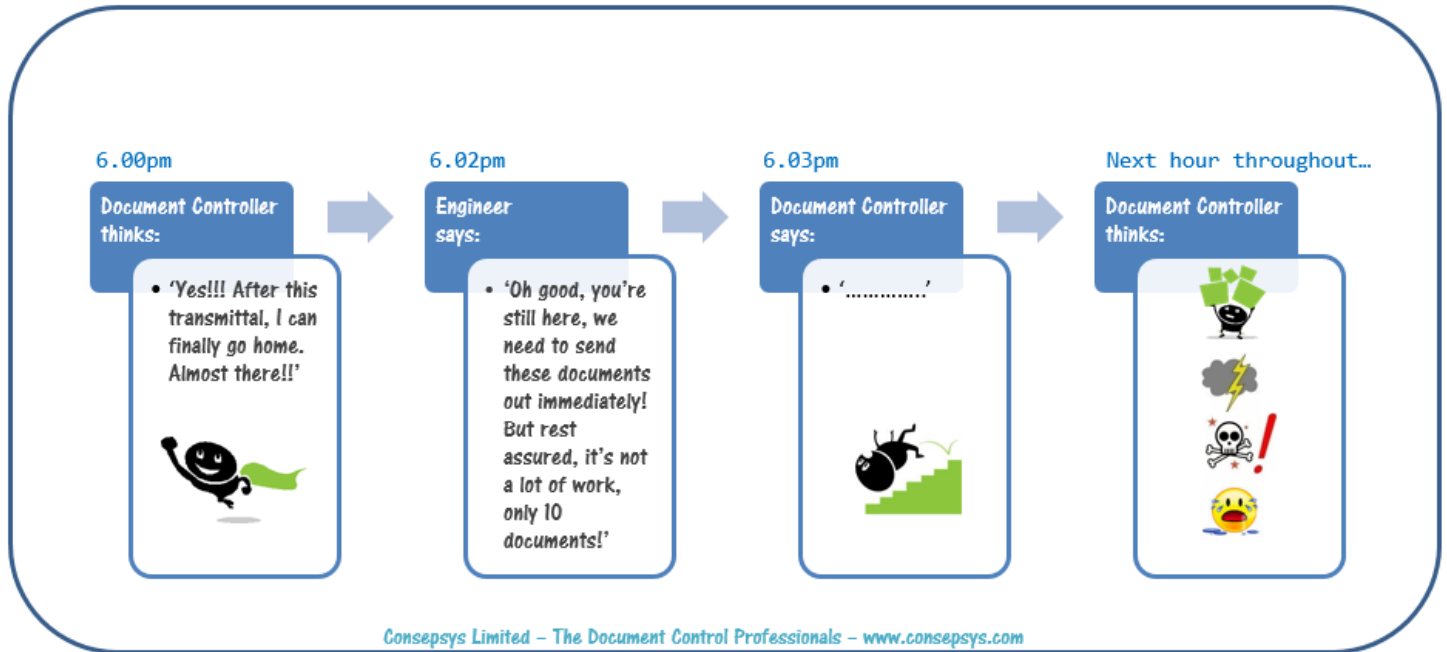
E-Learning
Online Course Modules on Document Control Topics

Consepsys has recently launched an e-learning option offering online short course modules on Document Control topics.

This option is perfect for those who can't travel to one of our course locations, want to improve their knowledge on a specific topic, or want an introduction to document control topics.

There are currently five three-hour modules, which can be booked individually. This is a self-paced e-learning option: study where you can and when you can, through our e-learning platform.
More information on http://www.consepsys.com/training-courses/online-modules-e-learning/

Module 1	Module 2	Module 3	Module 4	Module 5
Introduction to Document Control	Project Document Control	Document Control Risks & Benefits	EDMS Implementation	Document Control Audits
• Document Control Definition • The Role of the Document Controller • Types of Documents • Document Control Process • Document Control Tasks	• Flow of Documentation on a Project • Project Specifics • Client & Contractor • Lifecycle of Project Document • Document Delivery & Approval	• How to manage the risks related to poor documentation management • What are these risks? • Examples of Incidents related to poor document management • Main measures to mitigate these risks: lessons learnt & best practices	• EDMS Project Definition • Selecting the appropriate EDMS • Development, Design & Set-up • Document & Data Migration • Deployment plan	• Audit Criteria • Audit Preparation • On-site Activities • Audit Report • Follow-up
3-hour	3-hour	3-hour	3-hour	3-hour
£ 96	£ 96	£ 96	£ 96	£ 96

Portrait of a Document Controller

Carl Michael, Secretary and Document Controller in Doha, Qatar

Carl Michael, secretary and document controller in Qatar, attended a Consepsys course in 2015

Can you tell us a bit about you?
My name is Carl Michael Ilio, I am 33 years old and I am from the Philippines.

I am currently an expat in Doha, Qatar, and I have been living there for almost eight years. I've been married for almost seven years, with one son.

I have a degree from the Philippine State College of Aeronautics – BS Aviation Electronics Technology (2 years – Associate and 4 years - Bachelor holder).

What is your current role?
I am a secretary-cum-document controller for a company in the construction industry.

Can you describe your professional experience?
I have 12 years of total working experience in various jobs title.
I started as an administrative assistant, then customer service representative, and I am presently a secretary and document controller.

Paper work isn't an easy task, you have to understand and learn the procedures, standards, work flows, etc. For me, I consider this as a challenge to pursue my goals and ambition.

Which Consepsys course did you attend and when?
I attended the Certified Document Controller in Singapore in January 2015.

What did you think about the course? How did it help you in your current role and career development?
The courses were informative and interactive. I found them very practical and useful. They are worth every penny.
Even though I'm an experienced DC, I would say there are things I have to learn and that have to be implemented in my daily tasks.

Take Your Career One Step Further!

Consepsys run a wide range of training courses, certification programmes and seminars. Our catalogue includes:

- **Document Control Courses**: Learn new skills and consolidate and formalise your knowledge and experience
- **Lead Document Control Courses**: A managerial course where you can learn how to lead teams, manage interfaces, implement, improve or run DC systems (procedures, resources, software, etc.)
- **Certification Programme**: Certify your experience through a formal three-hour examination
- **Online Short Modules** on selected subjects: web-based, self-paced and fully flexible

You can enquire or register online on our website: www.consepsys.com

Download our Course Catalogue from our Website

Consepsys
2015 Salary Survey

For Document Control Professionals

Complete 2015 Salary Survey Results Report
1604-PRS-080012
Revision C
12-Mar-2015

The Survey

- The survey was conducted

  from the 14-Oct-2014 to the 01-Dec-2014

- Calls for contributions have been widely sent through mailing campaign & social networks

- Survey was open to all Document Control professionals (all industries, countries, experience levels)

The Survey

- We received 331 contributions (excluding duplicates)

- Out of 331 contributions, 285 were complete and could be used for the survey

The Survey

- The results shown here are only representative of these contributions

- As with any survey of this type:

  The more contributions the better the results

- We'll need your support for our next survey to ensure the accuracy of information!

SURVEY RESULTS

Based on the 285 complete contributions
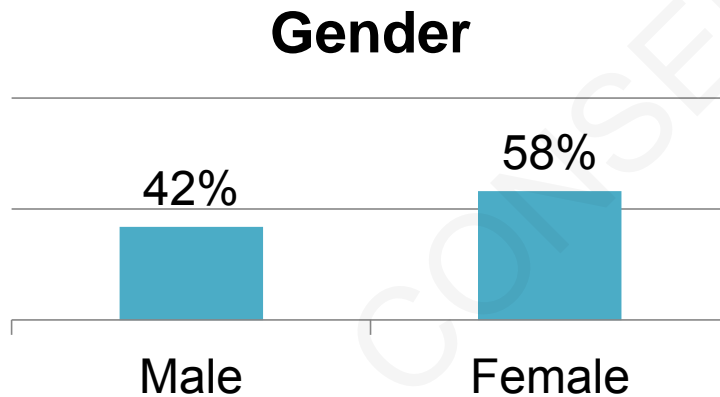received between October & December 2014

DOCUMENT CONTROL PROFESSIONALS WORK PROFILES

Survey Entries

- 285 unique & complete entries (contributions)

- Gender:

Gender

42%

58%

Male   Female

Countries

42 countries

Algeria	Italy	Panama	United Arab Emirates
Angola	Kazakhstan	Philippines	United Kingdom
Australia	Kuwait	Qatar	United States
Azerbaijan	Kyrgyzstan	Romania	Viet Nam
Belgium	Malaysia	Russian Federation	
Canada	Mexico	Saudi Arabia	
China	Morocco	Singapore	
Egypt	Netherlands	South Africa	
France	New Zealand	Spain	
Ghana	Nigeria	Sudan	
India	Norway	Tunisia	
Indonesia	Oman	Turkey	
Iraq	Pakistan		

Entries by Country

Number of entries per country
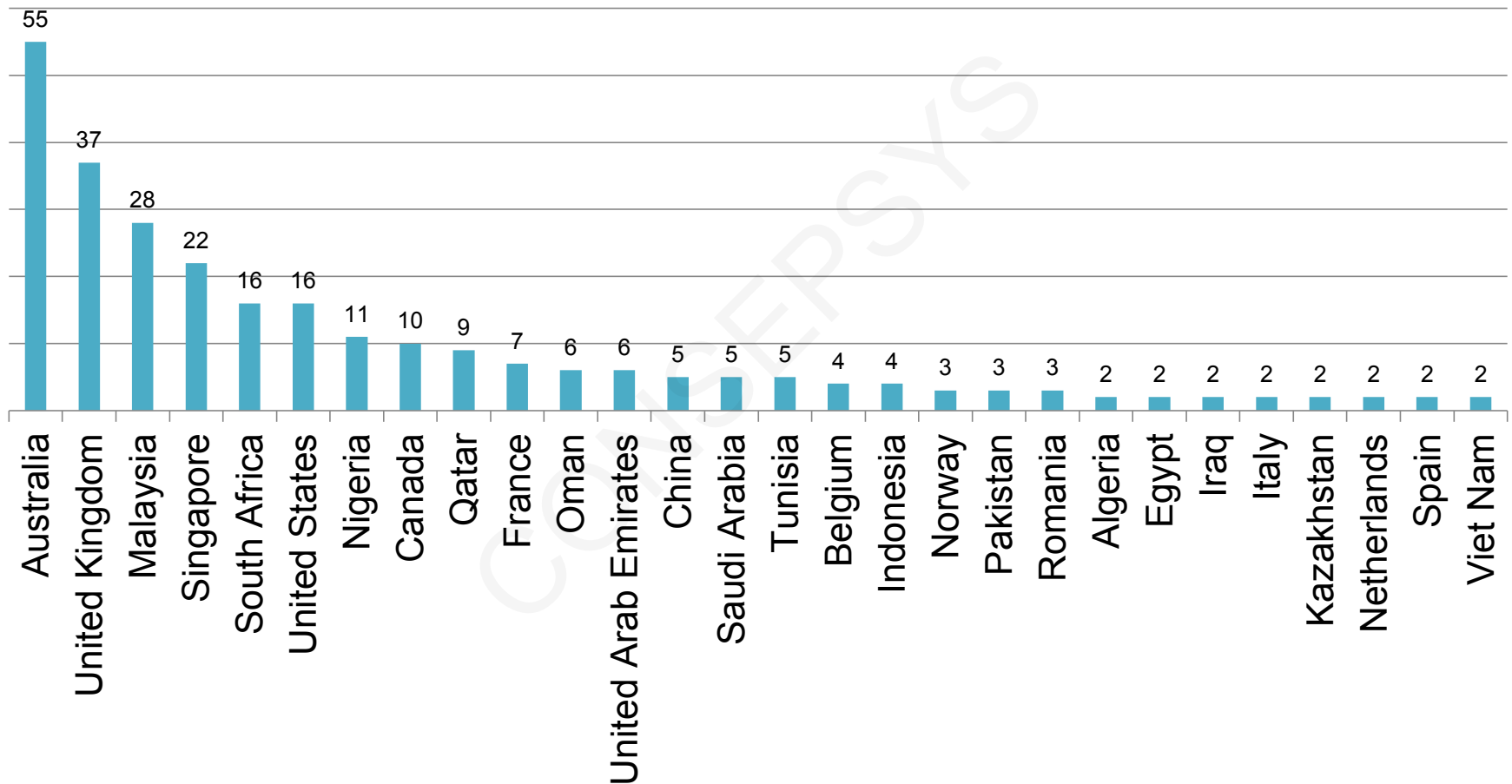
The following countries had only 1 entry and are not shown on this graph: Angola, Azerbaijan, Ghana, India, Kuwait, Kyrgyzstan, Mexico, Morocco, New Zealand, Panama, Philippines, Russian Federation, Sudan, Turkey

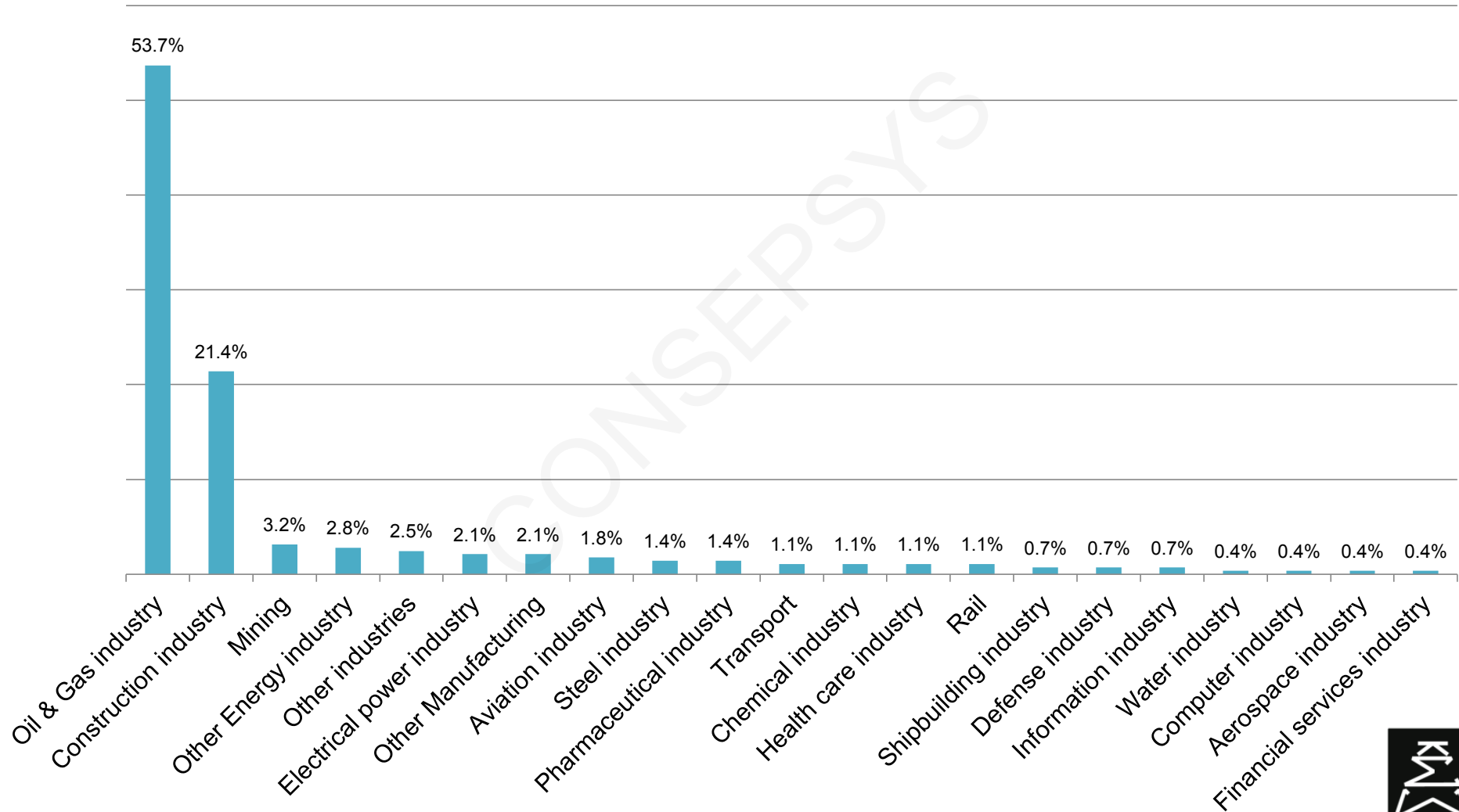# Entries by Industry

Bar chart data:
- Oil & Gas industry: 53.7%
- Construction industry: 21.4%
- Mining: 3.2%
- Other Energy industry: 2.8%
- Other industries: 2.5%
- Electrical power industry: 2.1%
- Other Manufacturing: 2.1%
- Aviation industry: 1.8%
- Steel industry: 1.4%
- Pharmaceutical industry: 1.4%
- Transport: 1.1%
- Chemical industry: 1.1%
- Health care industry: 1.1%
- Rail: 1.1%
- Shipbuilding industry: 0.7%
- Defense industry: 0.7%
- Information industry: 0.7%
- Water industry: 0.4%
- Computer industry: 0.4%
- Aerospace industry: 0.4%
- Financial services industry: 0.4%

Types of Contract

Environment

Work Environment

Project: 69%
Department: 18%
Operations: 12%
Other environments: 1%
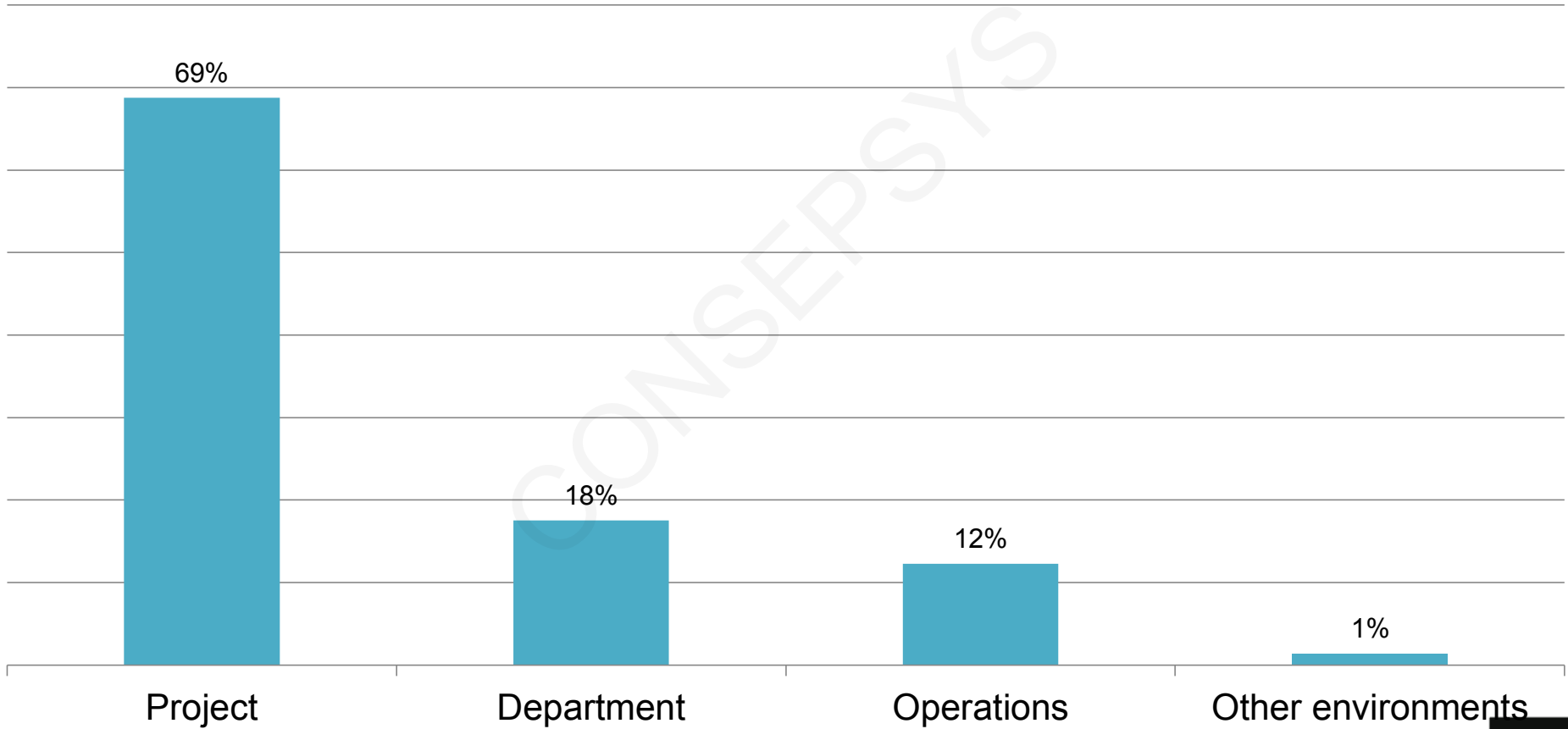
Environment

- For those working in Projects:

Project: working in Offices or on Site

33%

77%

- Work in offices
- Work on site
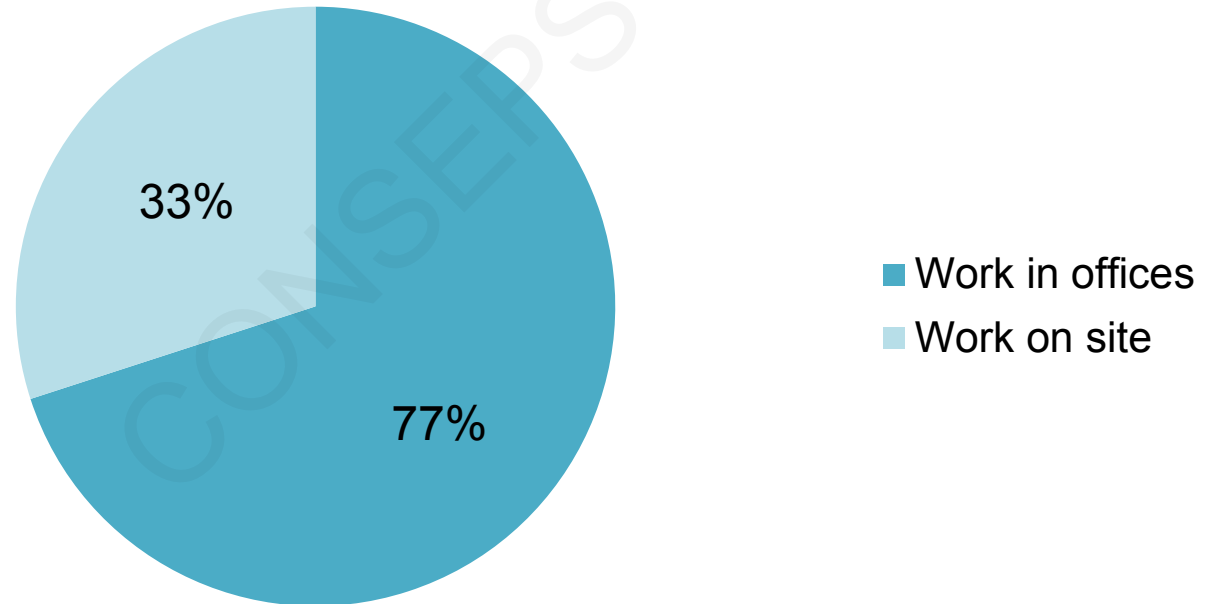
Job Titles

Job Title
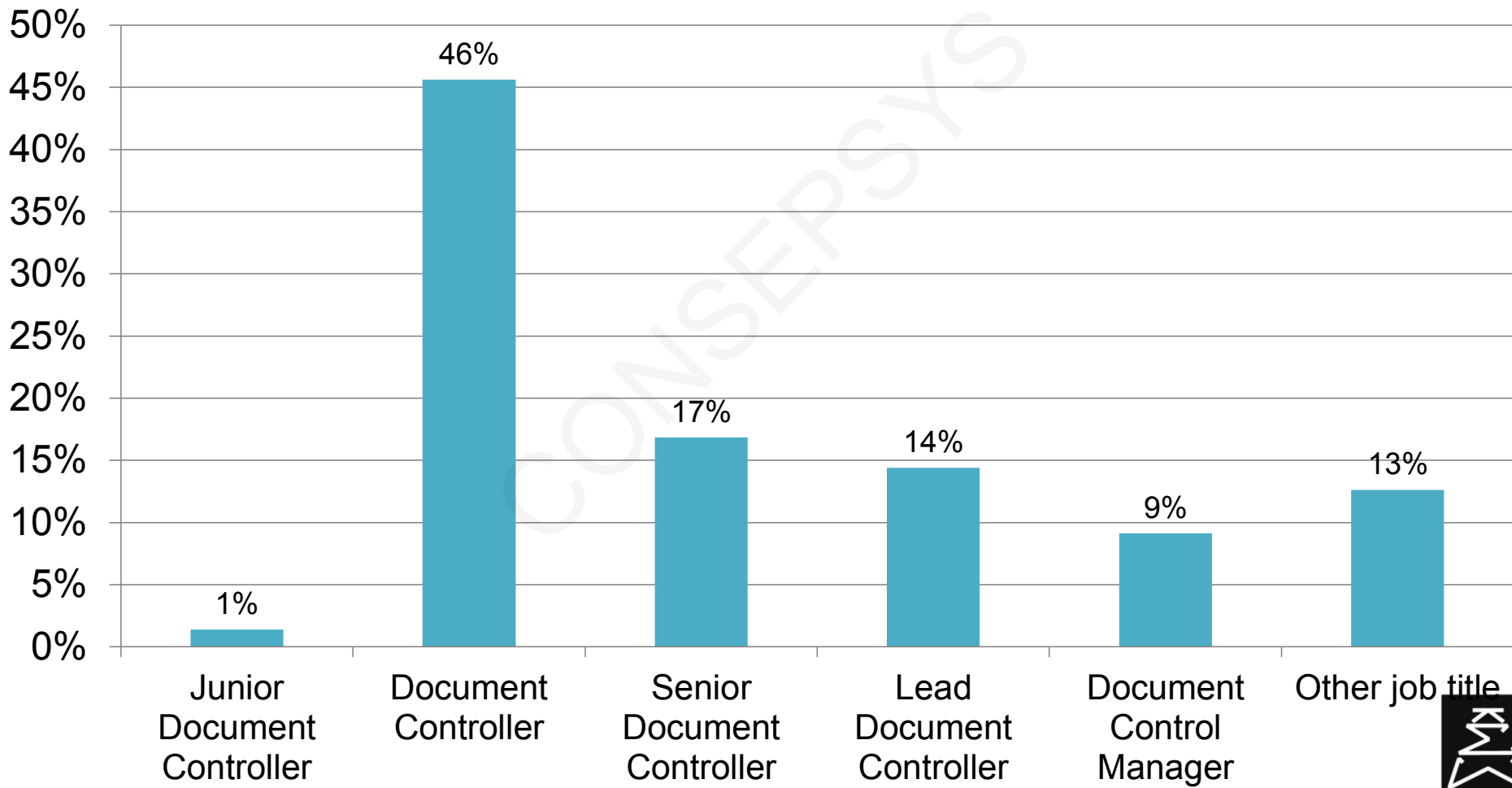
Number of years of Experience

Years of experience

- 0 to 3 Years: 14%
- 4 to 6 Years: 24%
- 7 to 10 Years: 31%
- 11 to 20 Years: 24%
- 21 to 30 Years: 7%
- 31 to 40 Years: 1%
- Over 40 Years: 0%
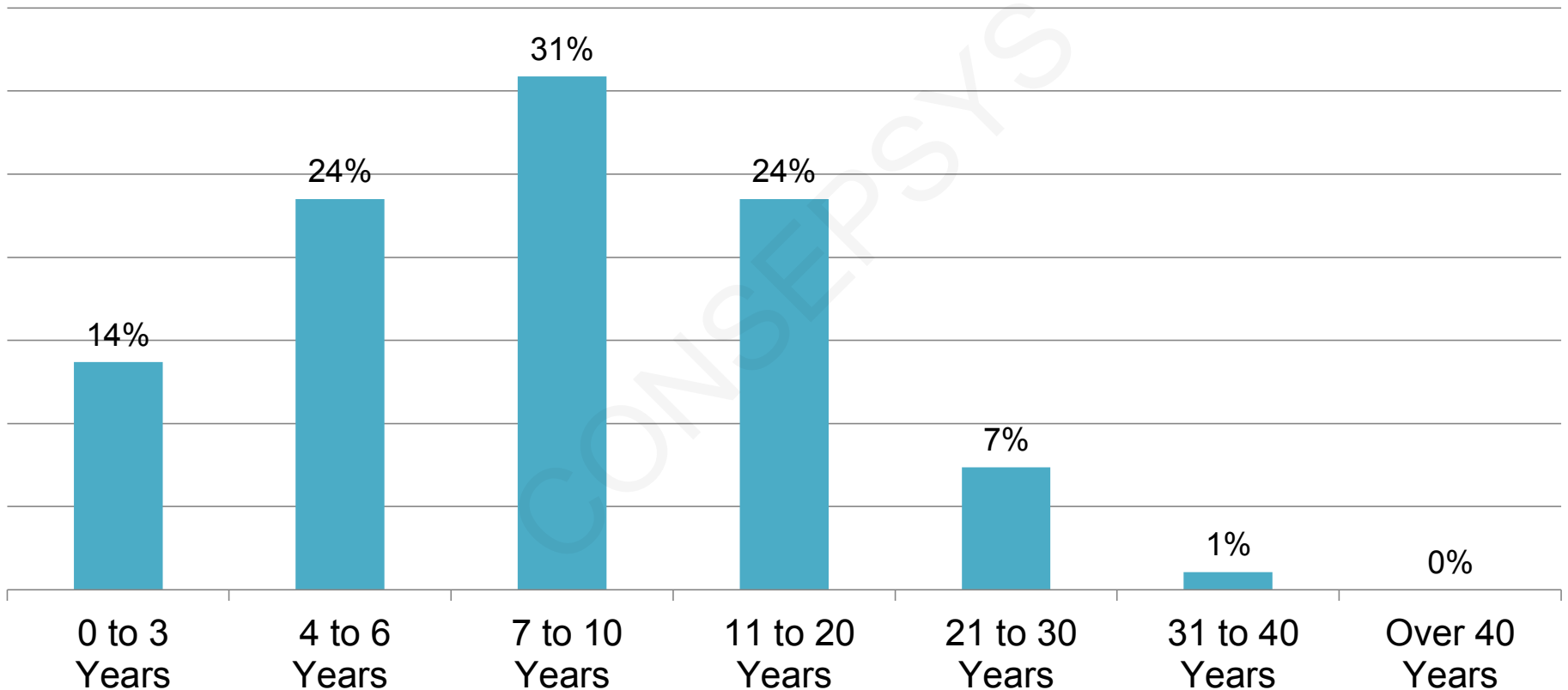
Team Leading

Do you currently manage or lead a team?

No
52%

Yes
48%
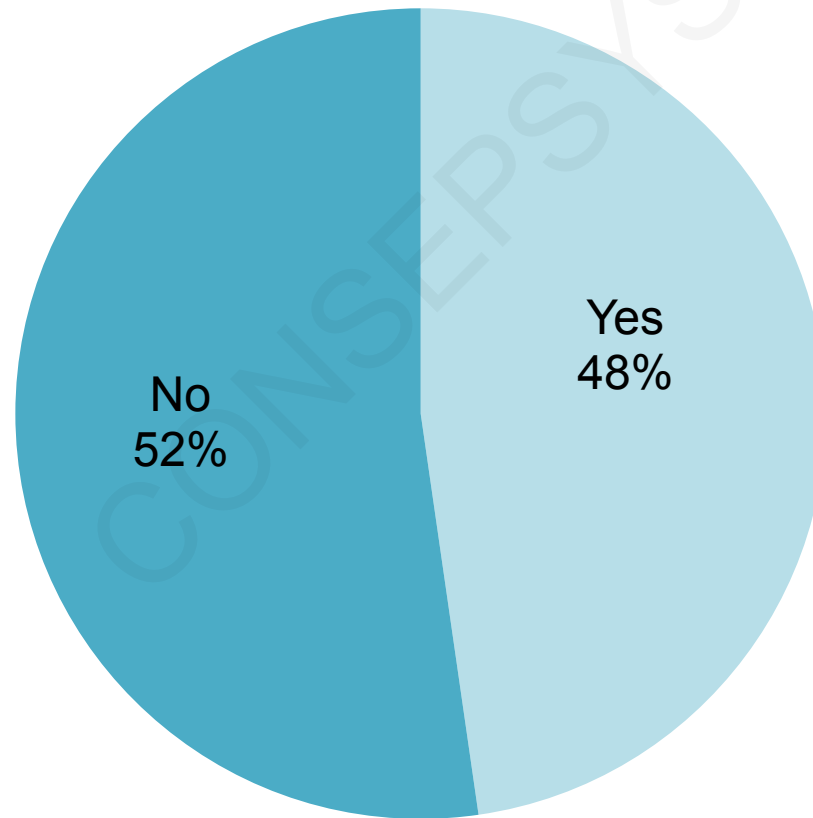
SALARY

Salary

- ## Average Salary:
  (All countries, experiences, job titles, and positions aggregated)

  ### £ 30,008 *(British Pounds equivalent)*

Salary

Salary Range

- *British Pounds equivalent*
- *Data aggregated for all countries, experiences, job titles or positions*

Salary per Job Title

- *British Pounds equivalent*
- *Average data per job title*
- *Data aggregated for all countries*

Average Salary Per Country

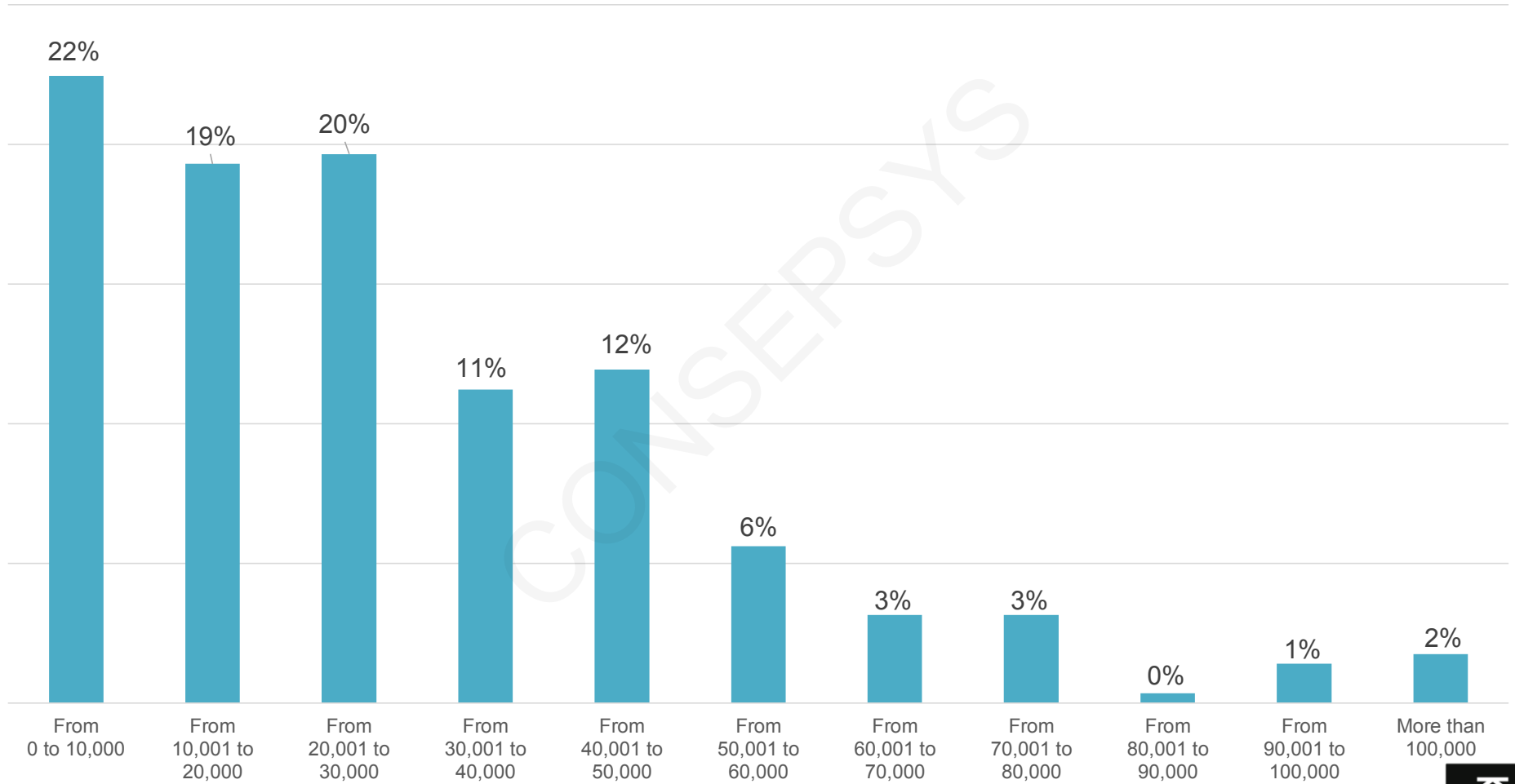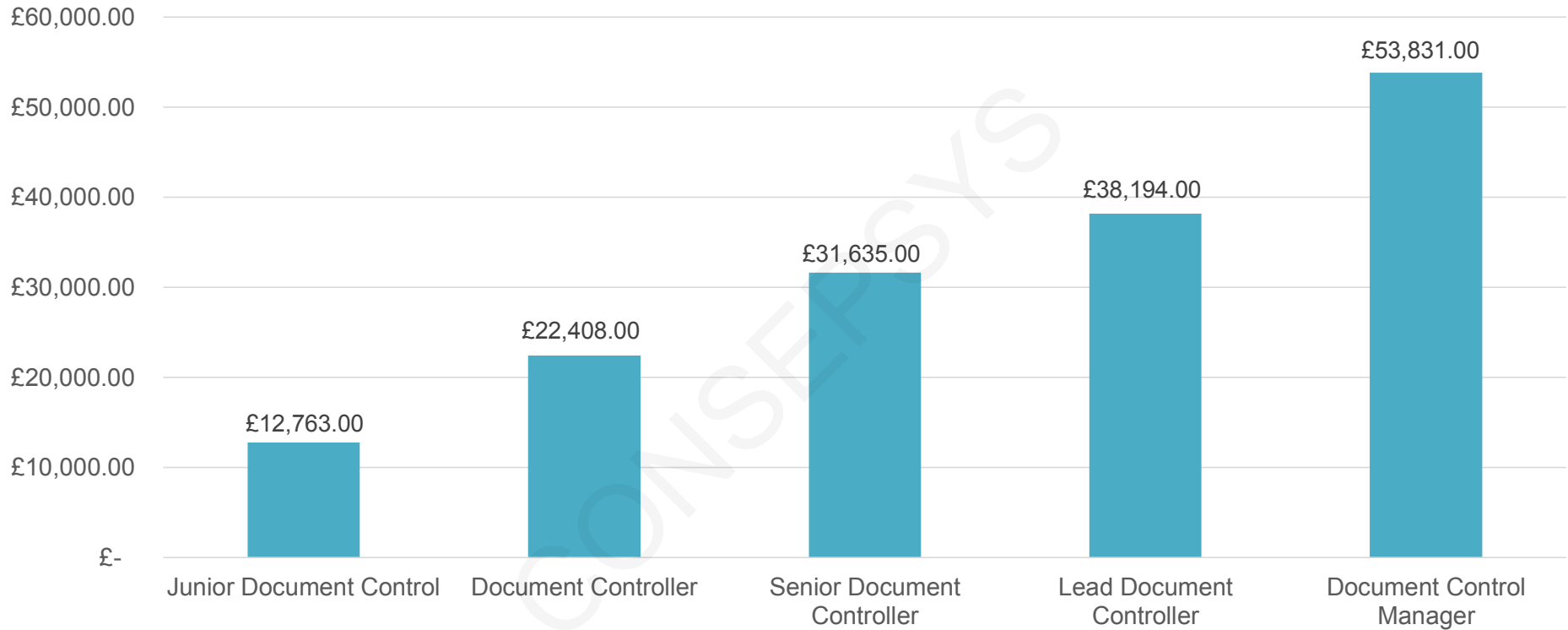| COUNTRY	NB OF ENTRIES IN THE SURVEY	CONSUMER PRICE INDEX (cost of living)	AVERAGE SALARY (all positions aggregated)		WARNING
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(*) All Positions & Job Titles Aggregated - Salary converted to GBP

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Salary Per Country

- For certain countries, for which we received the greater number of entries, we can publish here more details.

- These countries are:
  - Australia
  - United Kingdom
  - Malaysia
  - Singapore
  - European countries (all European countries aggregated)

Average Salary - Australia

Average Salary – Australia
(based on 55 entries of the Salary Survey)

Chart data:

Position	Average Salary in Australian Dollars	Average Salary converted to GBP
Junior Document Controller	AUD 36,500.00	GBP 20,006.00
Document Controller	AUD 76,919.00	GBP 42,160.00
Senior Document Controller	AUD 86,608.00	GBP 44,080.00
Lead Document Controller	AUD 121,125.00	GBP 66,390.00
Document Control Manager	AUD 160,133.00	GBP 87,771.00

■ Average Salary in Australian Dollars   ■ Average Salary converted to GBP

Average Salary – United Kingdom

Average Salary – United Kingdom
(based on 37 entries of the Salary Survey)

Position	Average Salary converted to GBP
Junior Document Controller	GBP 24,000.00
Document Controller	GBP 25,910.00
Senior Document Controller	GBP 53,026.00
Lead Document Controller	GBP 54,875.00
Document Control Manager	GBP 60,750.00
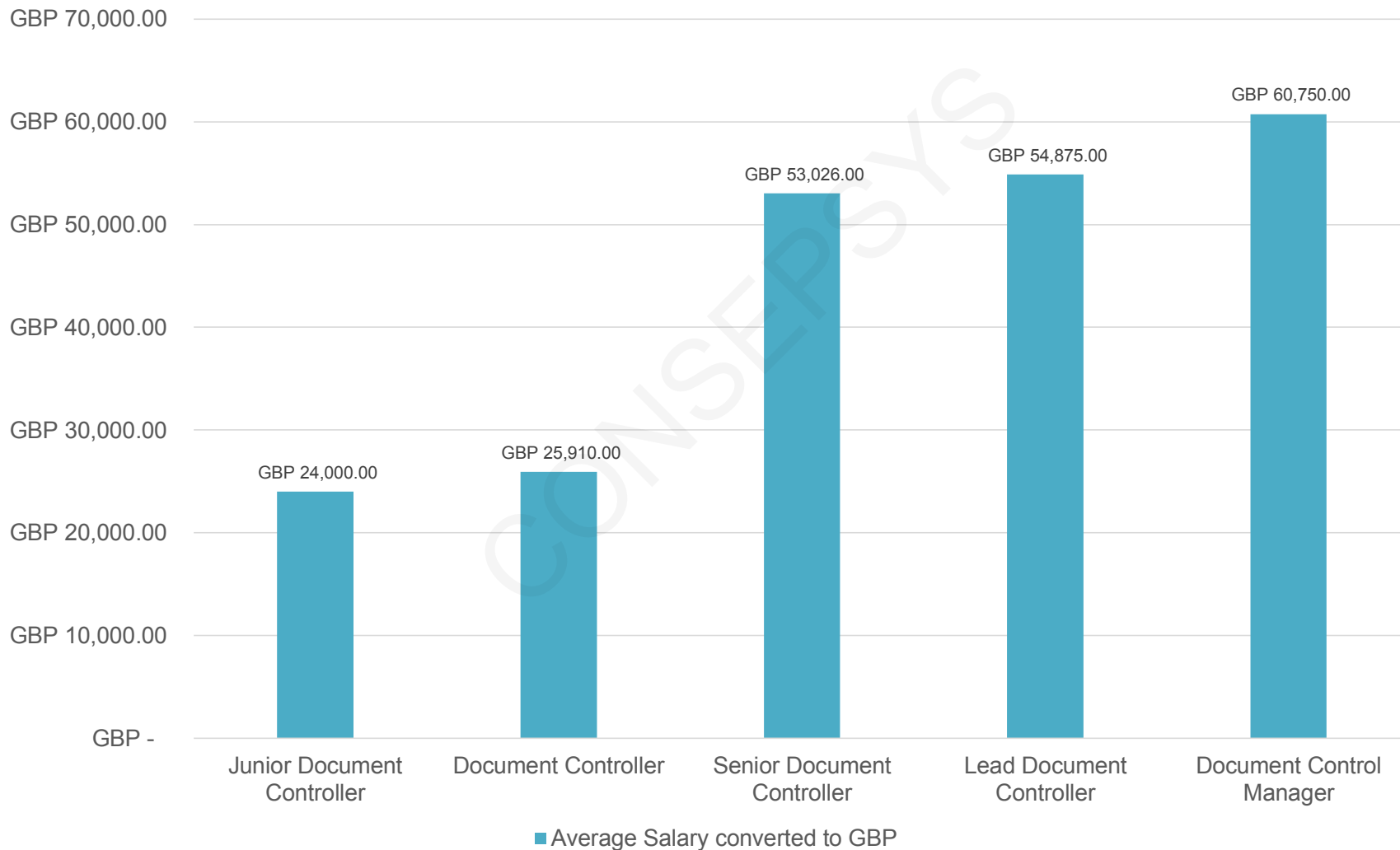
Average Salary - Malaysia

Average Salary – Malaysia
(based on 28 entries of the Salary Survey)

MYR 100,000.00

MYR 90,000.00

MYR 80,000.00

MYR 70,000.00

MYR 60,000.00

MYR 50,000.00

MYR 40,000.00

MYR 30,000.00

MYR 20,000.00

MYR 10,000.00

MYR -

MYR 53,448.00

GBP 10,274.00

MYR 87,528.00

GBP 16,824.00

Document Controller (incl. Junior DC, DC, & Senior DC)   Lead DC & Manager

■ Average Salary in Malaysia Ringgits   ■ Average Salary converted to GBP
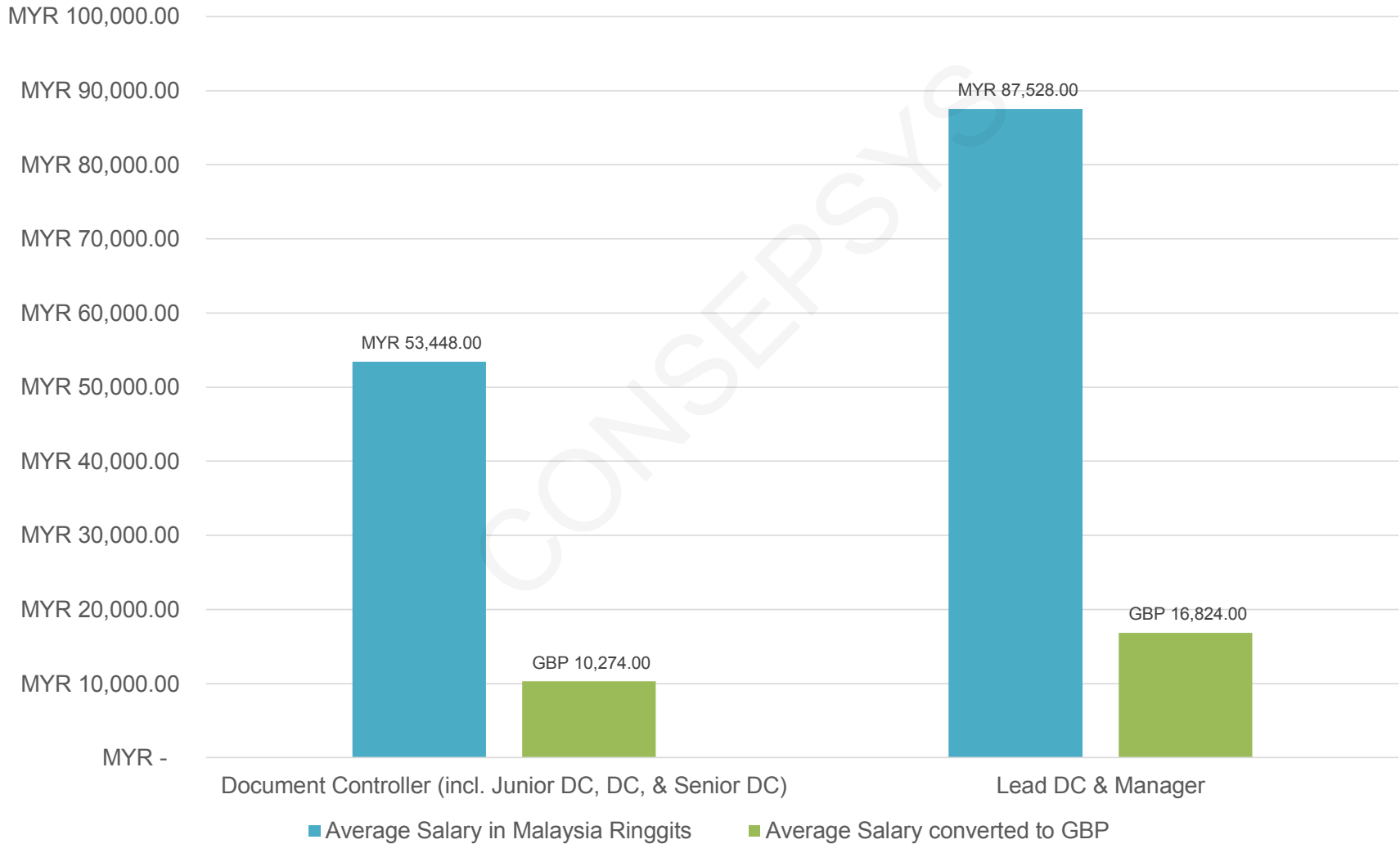
Average Salary - Singapore

Average Salary – Singapore
(based on 22 entries of the Salary Survey)

Chart showing average salary in Singapore for "All positions" and "DC (incl. Junior DC, DC, Senior DC)":

- All positions: SGD 47,995.00 (Average Salary in Malaysia Ringgits), GBP 23,568.00 (Average Salary converted to GBP)
- DC (incl. Junior DC, DC, Senior DC): SGD 45,042.00 (Average Salary in Malaysia Ringgits), GBP 22,118.00 (Average Salary converted to GBP)

Legend:
- Average Salary in Malaysia Ringgits
- Average Salary converted to GBP

Average Salary – Europe

Average Salary – All European Countries aggregated
(based on 56 entries of the Salary Survey)

GBP 60,000.00

GBP 50,000.00

GBP 40,000.00

GBP 30,000.00

GBP 20,000.00

GBP 10,000.00

GBP -

GBP 23,368.00 — Junior Document Controller & Document Controller

GBP 43,552.00 — Senior Document Controller

GBP 43,521.00 — Lead Document Controller

GBP 57,099.00 — Document Control Manager

■ Average Salary converted to GBP
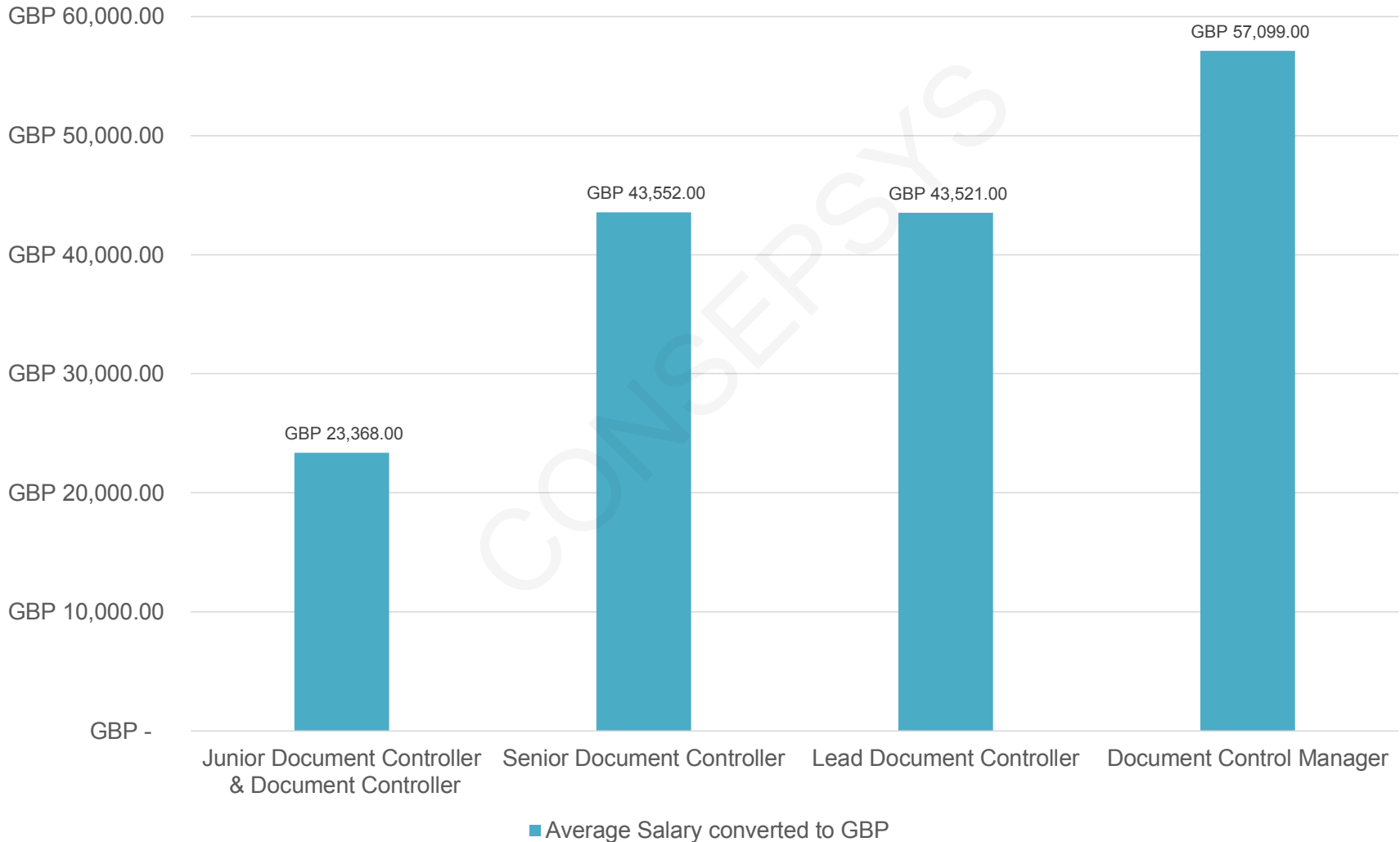
7 factors that have an impact on the salary:

- Type of contract: staff or contracts
- Number of years of professional experience
- Managing a team or not
- Expatriate or local
- Job Title
- Industry
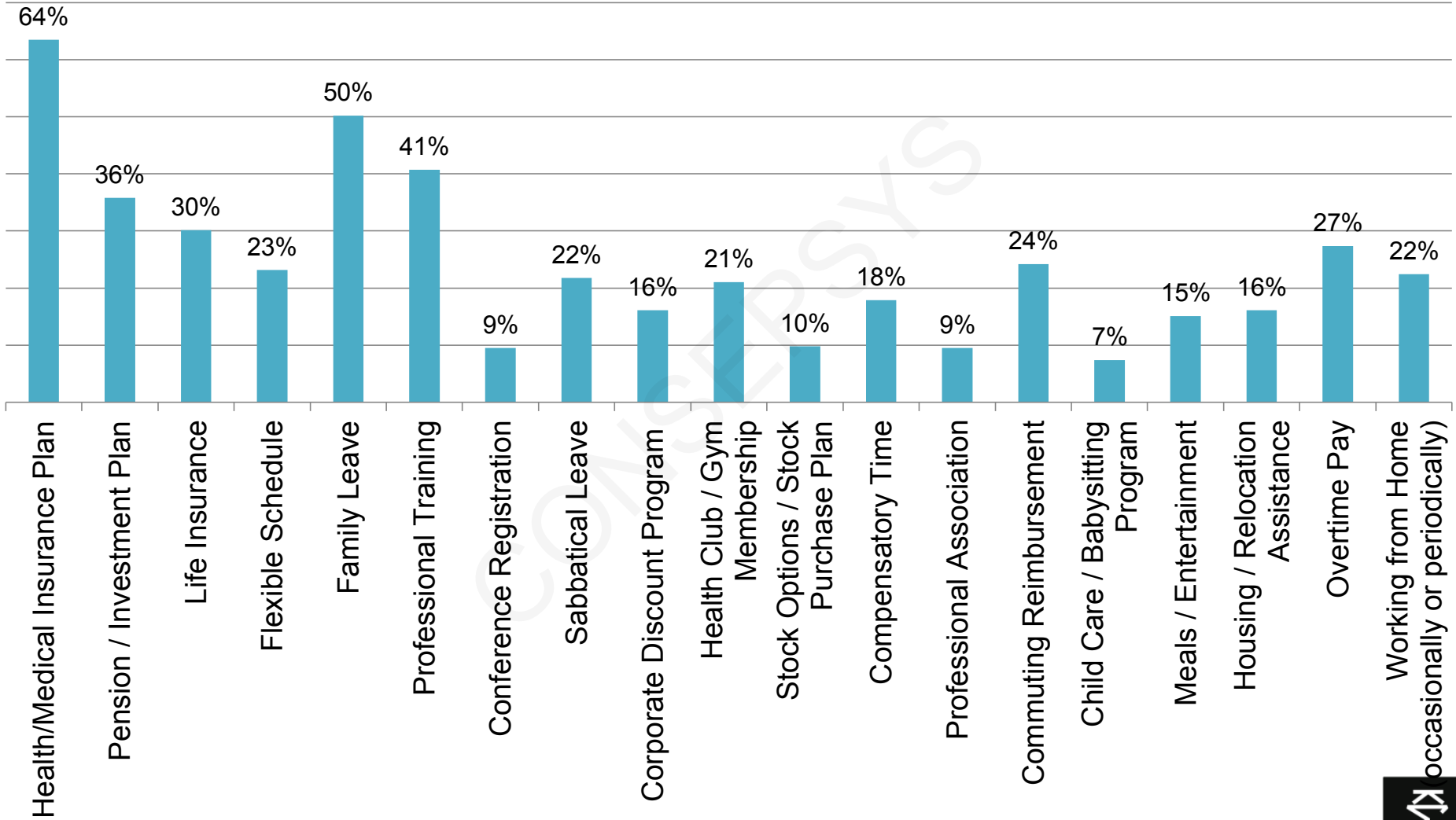- Country

BONUS & BENEFITS

Bonus & Other Financial Benefits

- **44%** have financial incentives & benefits (including bonuses)

- The average bonus / financial incentive represents **15% of the annual salary**

Benefits

Thank you for your attention

Participate to our next survey to ensure accurate and representative results!

Consepsys

The Document Control Professionals

CERTIFIED COURSES

1. Certified Document Controller Training Course
2. Certified Lead Document Controller Training Course

Specifics:
- Face-to-Face
- Includes tutorials & workshops
- Includes certification examination

CONSULTANCY

Support and expertise in Document Control & Document Management:
- Implementation
- Day to day support
- Outsourcing
- Recruitment Seruces

ONLINE MODULES

3-hour web-based modules on selected subjects

1. Introduction to Document Control
2. Project Document Control
3. Document Control Risks & Benefits
4. EDMS Implementation
5. Document Control Audits

Specifics:
- Self-paced: study when you can and where you can
- Fully flexible: each module can be booked individually

BOOKS

1. Glossary of Document Control Terms
2. Document Control Recommended Practice

Formats available: ebooks and paperback

FREE ONLINE RESOURCES

1. Document Control Newsletter 'The Document Control Tribune'

2. Articles and News about Document Control on social networks:

f ConsepsysInformationManagement

in Consepsys-information-management

Consepsys_im

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