

The Framework by Category

The following tables show the capabilities in one of the 7 possible categories (i.e., capabilities get repeated across the categories as applicable). This view is useful if you want to focus in on a particular category to assess an individual or a team.

Category: Store

In this part of the lifecycle, the data is stored in a digital repository, and made secure and re-usable (this often very quickly follows collection).

The levels:

- **New:** has a basic understanding of the subject or process.
- **Proficient:** has enough experience to work independently and source additional expertise as needed.
- **Expert:** can innovate in the subject or process and guide others via mentoring or training.

Capability	Levels	
Employ data coding and classification principles	New	<ul style="list-style-type: none"> • <i>Is aware of relevant data classifications and coding protocols, and their proper application to data in general.</i> • <i>Knows who to consult for expert knowledge.</i>
	Proficient	<ul style="list-style-type: none"> • <i>Has a comprehensive knowledge of data classifications and coding protocols.</i> • <i>Knows where to obtain expert advice about coding and classifications as needed.</i>
	Expert	<ul style="list-style-type: none"> • <i>Is consulted regularly by others about data classifications and coding protocols.</i> • <i>Can employ conceptual frameworks in support of data classification and coding.</i>
Understand and apply data editing methods	New	<ul style="list-style-type: none"> • <i>Knows where to access relevant methods and understands the basics of those methods.</i> • <i>Knows who to consult for expert knowledge.</i>

Capability	Levels	
	Proficient	<ul style="list-style-type: none"> • <i>Has a comprehensive knowledge of the different editing methods at their disposal.</i> • <i>Understands why different methods are used and can describe the limitations of each method.</i> • <i>Knows where to find expert advice about data editing as required.</i>
	Expert	<ul style="list-style-type: none"> • <i>Is an expert resource on different methods of data editing and is consulted regularly by others.</i> • <i>Can assess current editing methods critically.</i> • <i>Can train others on data editing concepts and methods.</i>
Improve data processes/systems/products	New	<ul style="list-style-type: none"> • <i>Can identify a successful process/system/ product.</i> • <i>Can identify deficiencies in current processes/systems/ products.</i>
	Proficient	<ul style="list-style-type: none"> • <i>Can identify deficiencies in current processes/systems/products, gain the required approval to make changes, and lead the implementation of those changes.</i>
	Expert	<ul style="list-style-type: none"> • <i>Thinks strategically to assess current processes/systems/products across a broad context.</i> • <i>Develops improvements where needed and encourages others to think critically about processes/systems/products relevant to them.</i> • <i>Advises those leading changes to processes/systems/products, measures resultant benefits, and makes recommendations.</i>

Capability	Levels	
Apply data governance guidance	New	<ul style="list-style-type: none"> • <i>Is aware of data governance frameworks and policies.</i> • <i>Knows where to obtain advice on governance as required.</i>
	Proficient	<ul style="list-style-type: none"> • <i>Can contribute to the creation of internal policies in support of data governance.</i> • <i>Can educate others in the importance of good data governance practice.</i>
	Expert	<ul style="list-style-type: none"> • <i>Is consulted regularly about data governance.</i> • <i>Can formulate and advise on data governance policies and contribute to the structure of organisational data governance frameworks.</i> • <i>Can provide data governance thought leadership across broader data use contexts.</i>
Value organisational data as assets	New	<ul style="list-style-type: none"> • <i>Is familiar with organisational data assets relevant to their work.</i> • <i>Understands how those assets contribute value to the organisation.</i>
	Proficient	<ul style="list-style-type: none"> • <i>Has extensive knowledge of the organisation's data assets, including a comprehensive understanding of how their fitness for purpose translates to value for the organisation.</i>
	Expert	<ul style="list-style-type: none"> • <i>Has a comprehensive understanding of the data assets available to the organisation and understands how those assets contribute strategic value.</i> • <i>Looks for new ways to obtain value from those assets.</i> • <i>Can advise on how organisational data assets contribute value in broader data contexts.</i>

Capability	Levels	
<p>Employ statistical concepts and methodologies</p>	New	<ul style="list-style-type: none"> • <i>Is familiar with statistical methodologies relevant for their work.</i> • <i>Maintains a basic understanding of the concepts underpinning those methodologies.</i>
	Proficient	<ul style="list-style-type: none"> • <i>Has a comprehensive understanding of a wide range of statistical concepts, methodologies, and their appropriate application.</i> • <i>Can explain their proper use to others.</i>
	Expert	<ul style="list-style-type: none"> • <i>Is consulted regularly by others for their understanding of statistical concepts and their advice on the proper use of statistical methods.</i> • <i>Leads efforts to apply good statistical practice.</i> • <i>Can develop statistical training for others.</i>
<p>Enable others to use and re-use data</p>	New	<ul style="list-style-type: none"> • <i>Understands that the data they work with can be used more widely.</i> • <i>Is familiar with basic open data measures to support the re-use of their data by others.</i>
	Proficient	<ul style="list-style-type: none"> • <i>Understands and can articulate the value of data in terms of use and re-use.</i> • <i>Implements a variety of techniques to ensure data is open and can be used beyond the specific purpose for which it was collected.</i> • <i>Can advise others on approaches to make data re-usable.</i>
	Expert	<ul style="list-style-type: none"> • <i>Is consulted regularly as a leading strategic adviser on the use of organisational data assets.</i> • <i>Is consulted on the design and management of those assets as open data, to promote re-use and ongoing value across wider contexts.</i>

Capability	Levels	
Employ data and information management concepts	New	<ul style="list-style-type: none"> • <i>Can access data and information management principles and associated guidelines.</i> • <i>Knows where to obtain advice on the application of good data and information management practice.</i>
	Proficient	<ul style="list-style-type: none"> • <i>Has a comprehensive knowledge of the organisation's data and information management principles and guidelines and can apply them to support good data practice.</i> • <i>Can advise others on the proper application of data and information management concepts.</i>
	Expert	<ul style="list-style-type: none"> • <i>Is an expert resource for implementing and shaping the organisation's strategic use of data and information management good practice, and can advise others.</i> • <i>Represents a point of contact for data and information management leads in other organisations.</i>