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: Collect

In this part of the lifecycle, data is gathered or generated by the individuals/organisation wanting to use it.

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	
Identify and understand data availability		New	• Is aware of available data (both internal and external).
		Proficient	• Can identify and evaluate internal and external sources of data, including understanding any limitations and gaps. • Can use suitable techniques to evaluate new sources of data.
		Expert	• Is an expert resource for seeking out new sources of data or identifying new ways of using existing sources of data. • Provides expertise in techniques to evaluate possible new sources of data. • Researches new techniques to assess data availability.
Employ data collection methodology		New	• Is aware of relevant data collection methodologies. • Knows where to obtain advice on those methodologies as required.
		Proficient	• Has a comprehensive knowledge of relevant data collection methodologies. • Can make and justify recommendations for various modes of collection.

Capability		Levels	
		Expert	• Is consulted regularly by others about data collection methodology. • Can make justifiable recommendations to address data collection issues and communicate these recommendations to a wide range of audiences.
Contribute to data access design		New	• Can use the range of available options to access common data sources.
		Proficient	• Has a comprehensive knowledge of protocols associated with data access.
		Expert	• Can mitigate issues arising from different access approaches. • Can make and justify recommendations for data access. • Can provide actionable strategic advice on data access.
Contribute to the sourcing and use of administrative data		New	• Is aware of the data obtained from administrative sources and the use of administrative data. • Knows where to obtain advice about administrative data sources and use as required.
		Proficient	• Is knowledgeable about various sources of administrative data and can explain their limitations. • Understands the advantages and disadvantages of using administrative data, including in relation to survey data. • Can assess the utility of different sources for a particular purpose.

Capability		Levels	
		Expert	• Is knowledgeable about multiple sources of administrative data and helps maintain a good working relationship with the suppliers. • Can advise on how the data has been used to produce new insights. • Provides expertise to identify new sources of administrative data as well as uses for that data.
Understand and contribute to data collection process design		New	• Understands the role of data collection and the value propositions of different collection approaches.
		Proficient	• Has a comprehensive knowledge of the full range of data collection options, including understanding costs and benefits. • Knows how to mitigate issues arising from different collection modes.
		Expert	• Is an expert resource in all aspects of data collection, including understanding why data is collected, and the roles associated with collection. • Can make justifiable decisions about how data is collected.
Use data quality assurance measures		New	• Understands the concept of data quality and its importance. • Knows where to access data quality measures for the data they use.
		Proficient	• Can describe and produce data quality measures for the outputs they produce. • Has a comprehensive knowledge of relevant data quality measures and can use them to make accurate assessments of data fitness-for-purpose.

Capability		Levels	
		Expert	• *Is an expert resource in the use of measures for data quality assurance, the interaction of those measures, and their application in conjunction with one another.* • *Can advise others on the use of data quality measures to make accurate assessments of data fitness-for-purpose.*
Identify and evaluate data intelligence		New	• *Has a general understanding of the subject matter area associated with data use (e.g., small business, healthcare, rural sector, etc.).*
		Proficient	• *Has a comprehensive knowledge of the subject matter area associated with the data use and can readily identify the parameters of the subject matter that influence the use of the data.* • *Can effectively communicate the relationship between the data and the context in which it is used.*
		Expert	• *Is an expert resource on the subject matter area associated with data use, including understanding and influencing the effective use of the data within that subject matter area and the relationship between that use and other data use contexts.*
Identify research questions		New	• *Can formulate research questions with guidance and consider the appropriate approaches and measures to resolve those questions.*
		Proficient	• *Can identify and structure relevant research questions for specific needs, and develop the approach and specific measures to resolve those questions.*

Capability		Levels	
		Expert	• Uses a range of techniques to assess data needs and identify gaps, towards the formulation of appropriate research questions. • Can communicate research questions to a range of audiences. • Can collaborate with stakeholders and users to develop approaches to resolve those questions.
Apply data governance guidance		New	• Is aware of data governance frameworks and policies. • Knows where to obtain advice on governance as required.
		Proficient	• Can contribute to the creation of internal policies in support of data governance. • Can educate others in the importance of good data governance practice.
		Expert	• Is consulted regularly about data governance. • Can formulate and advise on data governance policies and contribute to the structure of organisational data governance frameworks. • Can provide data governance thought leadership across broader data use contexts.
Employ statistical concepts and methodologies		New	• Is familiar with statistical methodologies relevant for their work. • Maintains a basic understanding of the concepts underpinning those methodologies.
		Proficient	• Has a comprehensive understanding of a wide range of statistical concepts, methodologies, and their appropriate application. • Can explain their proper use to others.

Capability		Levels	
		Expert	• *Is consulted regularly by others for their understanding of statistical concepts and their advice on the proper use of statistical methods.* • *Leads efforts to apply good statistical practice.* • *Can develop statistical training for others.*
Employ data and information management concepts		New	• *Can access data and information management principles and associated guidelines.* • *Knows where to obtain advice on the application of good data and information management practice.*
		Proficient	• *Has a comprehensive knowledge of the organisation's data and information management principles and guidelines and can apply them to support good data practice.* • *Can advise others on the proper application of data and information management concepts.*
		Expert	• *Is an expert resource for implementing and shaping the organisation's strategic use of data and information management good practice, and can advise others.* • *Represents a point of contact for data and information management leads in other organisations.*