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: Describe

In this part of the lifecycle, the data is accurately described using the appropriate metadata standards.

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	• *Is aware of relevant data classifications and coding protocols, and their proper application to data in general.* • *Knows who to consult for expert knowledge.*
	Proficient	• *Has a comprehensive knowledge of data classifications and coding protocols.* • *Knows where to obtain expert advice about coding and classifications as needed.*
	Expert	• *Is consulted regularly by others about data classifications and coding protocols.* • *Can employ conceptual frameworks in support of data classification and coding.*
Integrate data	New	• *Has a basic understanding of how data can be linked with other data and the value of that operation.*
	Proficient	• *Can perform data integration using standard tools and can implement quality controls.* • *Knows where to obtain expert advice on data integration as needed.*

Capability		Levels	
		Expert	• *Can perform and provide expert advice on data integration.*
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.*
		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.*
Describe and summarise data		New	• *Understands that there are different ways to summarise data and has a basic understanding of commonly used options.*
		Proficient	• *Can use various summary options to effectively describe data, and explain and justify those choices.*

Capability		Levels	
		Expert	*Can use innovative approaches to improve the process of summarising data into meaningful narratives.* *Can effectively incorporate data summaries into compelling communication, including for new, large, and complex datasets.*
Understand and apply data editing methods		New	*Knows where to access relevant methods and understands the basics of those methods.* *Knows who to consult for expert knowledge.*
		Proficient	*Has a comprehensive knowledge of the different editing methods at their disposal.* *Understands why different methods are used and can describe the limitations of each method.* *Knows where to find expert advice about data editing as required.*
		Expert	*Is an expert resource on different methods of data editing and is consulted regularly by others.* *Can assess current editing methods critically.* *Can train others on data editing concepts and methods.*
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.
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.

Capability		Levels	
		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.*
Value organisational data as assets		New	• *Is familiar with organisational data assets relevant to their work.* • *Understands how those assets contribute value to the organisation.*
		Proficient	• *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.*
		Expert	• *Has a comprehensive understanding of the data assets available to the organisation and understands how those assets contribute strategic value.* • *Looks for new ways to obtain value from those assets.* • *Can advise on how organisational data assets contribute value in broader data 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.
Enable others to use and re-use data		New	• Understands that the data they work with can be used more widely. • Is familiar with basic open data measures to support the re-use of their data by others.
		Proficient	• Understands and can articulate the value of data in terms of use and re-use. • Implements a variety of techniques to ensure data is open and can be used beyond the specific purpose for which it was collected. • Can advise others on approaches to make data re-usable.
		Expert	• Is consulted regularly as a leading strategic adviser on the use of organisational data assets. • Is consulted on the design and management of those assets as open data, to promote re-use and ongoing value across wider contexts.
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.

Capability		Levels	
		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.