The Framework by Category

The following tables show the capabilities in one 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: Save/Destroy

In this part of the lifecycle, actions are taken to safeguard the long-term viability and availability of the data.

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.*
Improve data processes/systems/products	New	• *Can identify a successful process/system/ product.* • *Can identify deficiencies in current processes/systems/ products.*

Capability		Levels	
		Proficient	• *Can identify deficiencies in current processes/systems/products, gain the required approval to make changes, and lead the implementation of those changes.*
		Expert	• *Thinks strategically to assess current processes/systems/products across a broad context.* • *Develops improvements where needed and encourages others to think critically about processes/systems/products relevant to them.* • *Advises those leading changes to processes/systems/products, measures resultant benefits, and makes recommendations.*
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.*
		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.*

Capability		Levels	
		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.
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.

Capability		Levels	
		Proficient	• Has a comprehensive understanding of a wide range of statistical concepts, methodologies, and their appropriate application. • Can explain their proper use to others.
		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.

Capability		Levels	
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.