







The Questionnaire, Version Two (ordered by category)

Category: Store



The data is stored in a digital repository, is made secure and re-usable (this often very quickly follows collection).

Capability	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.
Employ data coding and classification principles	<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> 	<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> 	<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>

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Understand and apply data editing methods	<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> 		<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> 		<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>

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Improve data processes/systems/products	<ul style="list-style-type: none"> • Can identify a successful process/system/product. • Can identify deficiencies in current processes/systems/products. 		<ul style="list-style-type: none"> • Can identify deficiencies in current processes/systems/products, gain the required approval to make changes, and lead the implementation of those changes. 		<ul style="list-style-type: none"> • 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.
Apply data governance guidance	<ul style="list-style-type: none"> • Is aware of data governance frameworks and policies. • Knows where to obtain advice on governance as required. 		<ul style="list-style-type: none"> • Can contribute to the creation of internal policies in support of data governance. • Can educate others in the importance of good data governance practice. 		<ul style="list-style-type: none"> • 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.

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Value organisational data as assets	<ul style="list-style-type: none"> • Is familiar with organisational data assets relevant to their work. • Understands how those assets contribute value to the organisation. 		<ul style="list-style-type: none"> • 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. 		<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Is familiar with statistical methodologies relevant for their work. • Maintains a basic understanding of the concepts underpinning those methodologies. 		<ul style="list-style-type: none"> • Has a comprehensive understanding of a wide range of statistical concepts, methodologies, and their appropriate application. • Can explain their proper use to others. 		<ul style="list-style-type: none"> • 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.

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Enable others to use and re-use data	<ul style="list-style-type: none"> • 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. 		<ul style="list-style-type: none"> • 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. 		<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Can access data and information management principles and associated guidelines. • Knows how to obtain advice on the application of good data and information management practice. 		<ul style="list-style-type: none"> • 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. 		<ul style="list-style-type: none"> • 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.