







## The Questionnaire, Version Two (ordered by category)

### Category: Save/Destroy



Actions are taken to safeguard the long-term viability and availability of the data.

Capability	<b>New</b> <b>Has a basic understanding of the subject or process.</b>		<b>Proficient</b> <b>Has enough experience to work independently and source additional expertise as needed.</b>		<b>Expert</b> <b>Can innovate in the subject or process and guide others via mentoring or training.</b>
Employ data coding and classification principles	<ul style="list-style-type: none"> <li>• <i>Is aware of relevant data classifications and coding protocols, and their proper application to data in general.</i></li> <li>• <i>Knows who to consult for expert knowledge.</i></li> </ul>		<ul style="list-style-type: none"> <li>• <i>Has a comprehensive knowledge of data classifications and coding protocols.</i></li> <li>• <i>Knows where to obtain expert advice about coding and classifications as needed.</i></li> </ul>		<ul style="list-style-type: none"> <li>• <i>Is consulted regularly by others about data classifications and coding protocols.</i></li> <li>• <i>Can employ conceptual frameworks in support of data classification and coding.</i></li> </ul>

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Improve data processes/systems/products	<ul style="list-style-type: none"> <li>• Can identify a successful process/system/product.</li> <li>• Can identify deficiencies in current processes/systems/products.</li> </ul>		<ul style="list-style-type: none"> <li>• Can identify deficiencies in current processes/systems/products, gain the required approval to make changes, and lead the implementation of those changes.</li> </ul>		<ul style="list-style-type: none"> <li>• Thinks strategically to assess current processes/systems/products across a broad context.</li> <li>• Develops improvements where needed and encourages others to think critically about processes/systems/products relevant to them.</li> <li>• Advises those leading changes to processes/systems/products, measures resultant benefits, and makes recommendations.</li> </ul>

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Identify research questions	<ul style="list-style-type: none"> <li>• Can formulate research questions with guidance and consider the appropriate approaches and measures to resolve those questions.</li> </ul>		<ul style="list-style-type: none"> <li>• Can identify and structure relevant research questions for specific needs, and develop the approach and specific measures to resolve those questions.</li> </ul>		<ul style="list-style-type: none"> <li>• Uses a range of techniques to assess data needs and identify gaps, towards the formulation of appropriate research questions.</li> <li>• Can communicate research questions to a range of audiences.</li> <li>• Can collaborate with stakeholders and users to develop approaches to resolve those questions.</li> </ul>
Apply data governance guidance	<ul style="list-style-type: none"> <li>• Is aware of data governance frameworks and policies.</li> <li>• Knows where to obtain advice on governance as required.</li> </ul>		<ul style="list-style-type: none"> <li>• Can contribute to the creation of internal policies in support of data governance.</li> <li>• Can educate others in the importance of good data governance practice.</li> </ul>		<ul style="list-style-type: none"> <li>• Is consulted regularly about data governance.</li> <li>• Can formulate and advise on data governance policies and contribute to the structure of organisational data governance frameworks.</li> <li>• Can provide data governance thought leadership across broader data use contexts.</li> </ul>

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.
Value organisational data as assets	<ul style="list-style-type: none"> <li>• Is familiar with organisational data assets relevant to their work.</li> <li>• Understands how those assets contribute value to the organisation.</li> </ul>		<ul style="list-style-type: none"> <li>• 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.</li> </ul>		<ul style="list-style-type: none"> <li>• Has a comprehensive understanding of the data assets available to the organisation and understands how those assets contribute strategic value.</li> <li>• Looks for new ways to obtain value from those assets.</li> <li>• Can advise on how organisational data assets contribute value in broader data contexts.</li> </ul>
Employ statistical concepts and methodologies	<ul style="list-style-type: none"> <li>• Is familiar with statistical methodologies relevant for their work.</li> <li>• Maintains a basic understanding of the concepts underpinning those methodologies.</li> </ul>		<ul style="list-style-type: none"> <li>• Has a comprehensive understanding of a wide range of statistical concepts, methodologies, and their appropriate application.</li> <li>• Can explain their proper use to others.</li> </ul>		<ul style="list-style-type: none"> <li>• Is consulted regularly by others for their understanding of statistical concepts and their advice on the proper use of statistical methods.</li> <li>• Leads efforts to apply good statistical practice.</li> <li>• Can develop statistical training for others.</li> </ul>

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<b>Enable others to use and re-use data</b>	<ul style="list-style-type: none"> <li>• <i>Understands that the data they work with can be used more widely.</i></li> <li>• <i>Is familiar with basic open data measures to support the re-use of their data by others.</i></li> </ul>		<ul style="list-style-type: none"> <li>• <i>Understands and can articulate the value of data in terms of use and re-use.</i></li> <li>• <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></li> <li>• <i>Can advise others on approaches to make data re-usable.</i></li> </ul>		<ul style="list-style-type: none"> <li>• <i>Is consulted regularly as a leading strategic adviser on the use of organisational data assets.</i></li> <li>• <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></li> </ul>
<b>Employ data and information management concepts</b>	<ul style="list-style-type: none"> <li>• <i>Can access data and information management principles and associated guidelines.</i></li> <li>• <i>Knows how to obtain advice on the application of good data and information management practice.</i></li> </ul>		<ul style="list-style-type: none"> <li>• <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></li> <li>• <i>Can advise others on the proper application of data and information management concepts.</i></li> </ul>		<ul style="list-style-type: none"> <li>• <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></li> <li>• <i>Represents a point of contact for data and information management leads in other organisations.</i></li> </ul>