

Strategy and architecture: Technical strategy and planning; Data management DATM

Description

The management of practices and processes to ensure the security, quality, integrity, safety and availability of all forms of data and data structures that make up the organisation's information. The management of data and information in all its forms and the analysis of information structure (including logical analysis of taxonomies, data and metadata). The development of innovative ways of managing the information assets of the organisation.

Level 6

Derives an overall strategy of master data management, within an established information architecture, that supports the development and secure operation of information and digital services. Develops organisational policies, standards, and guidelines for data management, aligned with ethical principles. Takes overall responsibility for planning effective data storage, security, quality, sharing, availability, retention and publishing within the organisation. Plans, establishes and manages processes for regular and consistent access to, and independent validation of external information from multiple sources.

Level 5

Devises and implements master data management processes, including classification, security, quality, ethical principles, retrieval and retention processes. Derives data management structures and metadata to support consistency of information retrieval, combination, analysis, pattern recognition and interpretation, throughout the organisation. Plans effective data storage, sharing and publishing within the organisation. Independently validates external information from multiple sources. Assesses issues which might prevent the organisation from making maximum use of its information assets.

Level 4

Takes responsibility for the accessibility, retrievability, security, quality, retention and ethical handling of specific subsets of data. Assesses the integrity of data from multiple sources. Provides advice on the transformation of data/information from one format or medium to another. Maintains and implements information handling procedures. Enables the availability, integrity and searchability of information through the application of formal data and metadata structures and protection measures. Manipulates specific data from information services, to satisfy defined information needs.

Level 3

Applies ethical and robust techniques in the transformation of data from one format/medium to another, in line with organisational policies and procedures and being sensitive to risks around the use of information.

Level 2

Assists in providing accessibility, retrievability, security and protection of data in an ethical manner.