

Profile title	DATA SPECIALIST ROLE (28)		
<b>Summary statement</b>	Ensures the implementation of the organisations data management policy.		
<b>Mission</b>	Ensures asset protection through the provision of clean, consistent, quality assured data. Maintains the integrity of data, stores and searches data and supports presentation of data analysis.		
<b>Deliverables</b>	<b>Accountable</b>	<b>Responsible</b>	<b>Contributor</b>
	<ul style="list-style-type: none"> <li>ICT Quality Policy (data)</li> </ul>	<ul style="list-style-type: none"> <li>Data Protection Policy</li> <li>Data Model</li> </ul>	<ul style="list-style-type: none"> <li>Data Analytics</li> </ul>
<b>Main task/s</b>	<ul style="list-style-type: none"> <li>Define, build and optimise data models</li> <li>Proactively protect confidentiality and security of data</li> <li>Ensure data lifecycle support</li> <li>Curate and archive data</li> <li>Advise on appropriate data analytic methodology</li> <li>Ensure data quality and integrity</li> <li>Maintain data quality and compliance to legal standards</li> </ul>		

The table above is an extract from *European ICT professionals role profiles* Ref. No. CWA 16458-1:2018 E © 2018 CEN

The following pages map SFIA skills and competency levels to the role profile. There are 2 parts to the mapping:

- The Level of responsibility.**

A common language is used to describe levels of responsibility across roles in all professional disciplines. The SFIA Framework consists of seven levels of responsibility; Level 1, the lowest, to Level 7, the highest. The levels describe the behaviours, values, knowledge and characteristics that an individual should have in order to be identified as competent at the level. Each of the levels is also labelled with a phrase to summarise the level of responsibility.

Level 7	Set strategy, inspire, mobilise
Level 6	Initiate, influence
Level 5	Ensure, advise
Level 4	Enable
Level 3	Apply
Level 2	Assist
Level 1	Follow

- The Professional skills.**

SFIA 7 consists of 102 professional skills. Each skill description is made up of an overall definition of the skill and a description of the skill at each of up to seven levels.

The skill level descriptions provide a detailed definition of what it means to practice the skill at each level of competency. The skill level descriptions are aligned to the 7 levels of responsibility which ensures consistency throughout the SFIA framework making it solid and robust across professional disciplines.

Level	Skills
Level 7	Autonomy: Do to under general direction within a clear framework of accountability... Influence: Influence customers, suppliers and partners at account level... Complexity: Work includes a broad range of complex technical or professional activities, in a variety of contexts... Knowledge: Has a thorough understanding of recognised generic industry practices of knowledge... Business skills: Communicates, verbally, orally and in writing, and/or present.
Level 4	<b>DQFS Level 4:</b> Contributes to digital forensic investigations. Processes and analyses evidence to form and policy, standards and practices and supports production of forensic findings and reports.

## EU ICT Data Specialist role (28)

### SFIA Generic Responsibility Levels for the Role

#### Autonomy - Level 4

- Works under general direction within a clear framework of accountability
- Exercises substantial personal responsibility and autonomy
- Plans own work to meet given objectives and processes

#### Influence - Level 4

- Influences customers, suppliers and partners at account level
- May have some responsibility for the work of others and for the allocation of resources
- Participates in external activities related to own specialism
- Makes decisions which influence the success of projects and team objectives
- Collaborates regularly with team members, users and customers
- Engages to ensure that user needs are being met throughout

#### Complexity - Level 4

- Work includes a broad range of complex technical or professional activities, in a variety of contexts
- Investigates, defines and resolves complex issues

#### Knowledge - Level 4

- Has a thorough understanding of recognised generic industry bodies of knowledge and specialist bodies of knowledge as necessary
- Has gained a thorough knowledge of the domain of the organisation
- Is able to apply the knowledge effectively in unfamiliar situations and actively maintains own knowledge and contributes to the development of others
- Rapidly absorbs new information and applies it effectively
- Maintains an awareness of developing practices and their application and takes responsibility for driving own development

#### Business Skills - Level 4

- Communicates fluently, orally and in writing, and can present complex information to both technical and non-technical audiences
- Plans, schedules and monitors work to meet time and quality targets
- Facilitates collaboration between stakeholders who share common objectives
- Selects appropriately from applicable standards, methods, tools and applications
- Fully understands the importance of security to own work and the operation of the organisation
- Seeks specialist security knowledge or advice when required to support own work or work of immediate colleagues

## EU ICT Data Specialist role (28)

### SFIA Professional Skills for the Role

Core - all people performing this job will need this skill. Optional - some people performing this job will need the skill.

#### Core: Data modelling and design @ Level 4

- Investigates corporate data requirements, and applies data analysis, design, modelling, and quality assurance techniques, to establish, modify or maintain data structures and their associated components (entity descriptions, relationship descriptions, attribute definitions)
- Provides advice and guidance to database designers and others using the data structures and associated components

#### Core: Data management @ 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 / 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 local or specific information needs

#### Core: Requirements definition and management @ Level 4

- Contributes to selection of the requirements approach for projects, selecting appropriately from plan-driven/predictive approaches or more adaptive (iterative and agile) approaches
- Defines and manages scoping, requirements definition and prioritisation activities for initiatives of medium size and complexity
- Facilitates input from stakeholders, provides constructive challenge and enables effective prioritisation of requirements
- Reviews requirements for errors and omissions
- Establishes the requirements base-line, obtains formal agreement to requirements, and ensures traceability to source
- Investigates and processes and applies requests for changes to base-lined requirements

#### Core: Methods and tools @ Level 4

- Provides advice / guidance / expertise to support adoption of methods and tools and adherence to policies and standards, process tailoring in line with agreed standards and evaluation of methods and tools
- Reviews and improves usage and application of methods and tools