Profile title	DATA ADMINISTRATOR ROLE		(5)
Summary statement	Designs, implements or monitors and maintains data sets, structured (databases) and unstructured (big data).		
Mission	Administer and monitor data management systems and ensures design, consistency, quality and security.		
Deliverables	**Accountable**	**Responsible**	**Contributor**
	• Data Management System	• Solution in Operation (data management system)	• Test Procedure • Data Protection Policy
Main task/s	• Apply standards methods and tools for measuring and reporting on wide set of relevant performance indicators (response time, availability, safety, integrity) • Produce data set procedures and instructions for other analysts or administrators • Monitor and maintain data management systems • Ensure the integrity and security of existing data management systems • Identify, investigate and correct problems or incidents related to data management systems • Provide training, support, advice and guidance on data set issues to other information system practitioners		

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:
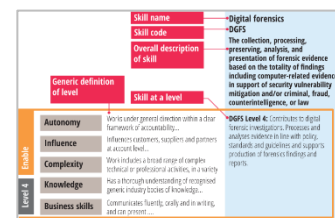
- The *level of responsibility*.

  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.

- *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 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

EU ICT Data Administrator role (5)

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

Businesss 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 Administrator role (5)

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 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: Database administration @ Level 4
• Uses database management system software and tools, and knowledge of logical database schemata, to investigate problems and collect performance statistics and create reports
• Carries out routine configuration / installation and reconfiguration of database and related products
• Develops and configures tools to enable automation of database administration tasks
• Identify problems and issues and recommend corrective actions

Core: Problem management @ Level 4
• Initiates and monitors actions to investigate and resolve problems in systems, processes and services
• Determines problem fixes/remedies
• Assists with the implementation of agreed remedies and preventative measures

Core: Incident management @ Level 4
• Prioritises and diagnoses incidents according to agreed procedures
• Investigates causes of incidents and seeks resolution
• Escalates unresolved incidents
• Facilitates recovery, following resolution of incidents
• Documents and closes resolved incidents according to agreed procedures