The Questionnaire, Version Two (ordered by category)

Category: Analyse

The data is analysed. I.e. explored and interpreted.

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.**
Integrate data	• Has a basic understanding of how data can be linked with other data and the value of that operation.		• Can perform data integration using standard tools and can implement quality controls. • Knows where to obtain expert advice on data integration as needed.		• Can perform and provide expert advice on data integration.
Use data processing methodologies	• Is aware of the proper processing methodology for the data being used and understands its application. • Knows where to obtain advice on processing methodology as required.		• Can make and justify suggestions for improvements in how data is processed. • Understands how processing methodology affects the quality of the outputs.		• Is consulted regularly by others about processing methodology and can assess it critically to identify improvements. • Can explain how processing methodology relates to the quality of data outputs.

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Perform exploratory data analysis	• Can choose from data analysis techniques. • Can use (or learn how to use) appropriate analytical tools to investigate data.		• Can identify and implement suitable techniques and tools for exploratory analysis on large/complex datasets. • Can validate unexpected results.		• Is highly competent at performing exploratory analysis on large/complex datasets. • Can communicate findings to a range of audiences • Can train others in exploratory data analysis techniques.
Conduct business intelligence data analysis	• Can use common applications to generate basic analysis outputs like tables with calculations and static charts. • Understands reports and dashboards created with business intelligence tools.		• Can use business intelligence applications to create complex reports and dashboards.		• Exhibits expertise in multiple business intelligence applications. • Can train others in developing outputs using those applications.

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Conduct statistical data analysis	• *Understands basic statistical measures and their application to data.*		• *Can use specialist statistical applications for statistical models.* • *Can write custom scripts and code in a statistical computing language to conduct complex analytical tasks.*		• *Contributes to the development of new functionality for statistical analysis applications, which enables new ways of doing analysis.*
Conduct specialist data analysis	• *Understands the need for special data analysis methods and tools in some situations (e.g., time series forecasting or spatial).*		• *Can develop, fit, diagnose and troubleshoot a model in a new data analysis scenario that requires a specialist method (e.g., time series forecasting or spatial statistics).*		• *Innovates in developing new methods in a specialist data area (e.g., new approaches to time series forecasting).*

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Understand and apply data editing methods	• *Knows where to access relevant methods and understands the basics of those methods.* • *Knows who to consult for expert knowledge.*		• *Has a comprehensive knowledge of the different editing methods at their disposal.* • *Understands why different methods are used and can describe the limitations of each method.* • *Knows where to find expert advice about data editing as required.*		• *Is an expert resource on different methods of data editing and is consulted regularly by others.* • *Can assess current editing methods critically.* • *Can train others on data editing concepts and methods.*
Use data quality assurance measures	• *Understands the concept of data quality and its importance.* • *Knows where to access data quality measures for the data they use.*		• *Can describe and produce data quality measures for the outputs they produce.* • *Has a comprehensive knowledge of relevant data quality measures and can use them to make accurate assessments of data fitness-for-purpose.*		• *Is an expert resource in the use of measures for data quality assurance, the interaction of those measures, and their application in conjunction with one another.* • *Can advise others on the use of data quality measures to make accurate assessments of data fitness-for-purpose.*

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 statistical concepts and methodologies	• *Is familiar with statistical methodologies relevant for their work.* • *Maintains a basic understanding of the concepts underpinning those methodologies.*		• *Has a comprehensive understanding of a wide range of statistical concepts, methodologies, and their appropriate application.* • *Can explain their proper use to others.*		• *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.*
Employ data and information management concepts	• *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.*		• *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.*		• *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.*