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## Overview

This sub-discipline Data Management (801) is concerned with the competencies required to manage data within an organisation with a view to ensuring its availability for detailed analysis and business insights, enhancing the performance of the business. This involves undertaking tasks that control, protect, deliver and enhance the value of data, providing a robust data environment and data structures to align with organisational strategy.

Working in the associate professional role (8013) is primarily focussed on assisting with delivering the data management infrastructure to support data analysis and reporting.

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## Performance criteria

You must be able to:

1. undertake data management activities that control, protect, deliver and enhance the value of data when guided by others or as part of a team
2. make relevant data available for analysis projects and studies as requested
3. migrate data to and from a range of internal and external systems in line with organisational procedures and under supervision
4. manipulate and link different data sets as required in line with organisational procedures and under supervision
5. produce standard data reports in line with organisational procedures and under supervision
6. interpret and apply the organisations data and security standards, and policies in line with organisational procedures and under supervision
7. apply the organisation's defined tools and methods as required for data management under supervision
8. maintain data sets to the required standard
9. report quality issues in line with standard organisational procedures

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## Knowledge and understanding

You need to know and understand:

1. the fundamental concepts of data management
2. the different types of data, including open and public data, administrative data, and research data
3. the data life cycle
4. the differences between structured and unstructured data
5. the different internal and external data, privacy and data protection standards and legislation
6. the fundamental steps involved in carrying out routine data management tasks
7. what the range of internal systems that contain data are
8. how to migrate data between systems
9. how to produce reports related to data management
10. data governance and data management principles
11. database system design and operation
12. the organisation's data architecture

ESKITP801301



Assist in Delivering the Data Management Infrastructure to Support Data Analysis and Reporting

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**Developed by** e-skills

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**Version Number** 1

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**Date Approved** October 2014

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**Indicative Review Date** December 2016

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**Validity** Current

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**Status** Original

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**Originating Organisation** e-skills

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**Original URN** ESKITP801301

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**Relevant Occupations** Information and Communication Technology; Information and Communication Technology Professionals; ICT for practitioners; Database Administration

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**Suite** IT and Telecoms

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**Keywords** Data Analytics; Big Data; Data Management; Data Science

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