

Overview

This sub-discipline is about the competencies required for the management of data and information within an organisation and as it crosses into and out of an organisation.

This includes the acquisition, creation, categorisation, storage, transfer and disposal of data and information. It also covers the competencies required to manage the integrity of and access to data and information.

Performance criteria

You must be able to:

You must be able to:

Implement the strategy for the management of information

P1 Liaise effectively with internal stakeholders on the requirements for the management of information within the organisation

P2 Design, implement and maintain appropriate and effective strategy, policies, plans, processes, procedures and standards relating to information usage and management

P3 Design effective processes, tools and techniques to monitor the creation, use, access to, distribution and disposal of information management assets

P4 Identify and manage suitable and timely actions to be taken in the event of information management activities and their deliverables not supporting the business needs and/or meeting compliance requirements

You must be able to:

Direct the management of information

P5 Ensure that individuals, business owners act to maintain the accuracy, currency and completeness of information assets within the organisation

P6 Provide appropriate, understandable and timely advice and guidance to others on how to categorise, manage and use information assets contained with IT/technology systems, services and assets, applying own judgement and experience

P7 Manage the comprehensive classification, organisation and administration of information data and knowledge assets, contained within IT/technology systems, services and assets that is undertaken by others

P8 Manage the ongoing alignment of all information usage and management within the organisation with any relevant legislation, regulations and external standards

Knowledge and understanding

You need to know and understand:

You must be able to:

Implement the strategy for the management of information

K1 Identify when and how to use external providers of information management services

K2 Identify which external providers of information management services to use

K3 Develop strategy, policies, plans, processes, procedures and standards relating to information usage and management

K4 Develop strategy and policies to ensure the alignment of information usage and management with all relevant legislation, regulations and external standards

K5 Design the processes, tools and techniques to monitor the alignment of information management and its deliverables with all relevant legislation, regulations and external standards

K6 Design the processes, tools and techniques to monitor the creation, use, access to, distribution and disposal of information management assets

K7 Select the actions that may be taken in the event of information management activities and their deliverables not supporting the business needs and/or meeting compliance requirements

K8 Identify opportunities to improve information management activities and their deliverables

K9 Implement standards relating to information usage and management

K10 Maintain strategy and policies to ensure the alignment of information usage and management with all relevant legislation, regulations and external standards

K11 Take action in the event of external providers not providing the appropriate quality of information management services

K12 Ensure that individual business owners act to maintain the accuracy, currency and completeness of information assets within the organisation

K13 Liaise with internal stakeholders on the requirements for and effective management of information within the organisation

K14 Make decisions to improve the effectiveness, appropriateness and quality of information management activities and their deliverables within an organizations

K15 Negotiate with sponsors, stakeholders and external bodies and individuals in respect of their

requirements for information

K16 Negotiate and agree contractual arrangements with external providers of information management services

K17 Agree actions, approaches and decisions

Direct the management of information

K18 Monitor the effectiveness and quality of external providers of information management services

K19 Manage:

K19.1 the classification, organisation and administration of information assets contained within IT and other technology systems, services and assets

K19.2 the alignment of information usage and management with all relevant legislation, regulations and external standards

K19.3 actions to be taken in the event of information management activities not supporting the business needs and/or meeting compliance requirements

K19.4 issues arising as a result of information management activities

K20 Review the:

K20.1 effectiveness, appropriateness and quality of information management activities and their deliverables

K20.2 results gained from monitoring the usage of information within an organisation

K20.3 effectiveness of strategy, policies, procedures and standards relating to information management activities and their deliverables, taking action where appropriate

K21 Advise others on:

K21.1 how to categorise, manage and use information assets contained within IT and other technology systems, services and assets

K21.2 all aspects of information management activities and their deliverables

K22 Guide others on actions to be taken in the event of information management activities and their deliverables not supporting the business needs and/or meeting compliance requirements

K23 Make decisions on:

K23.1 when and how to use external providers of information management services

K23.2 the external providers of information management services to use

K23.3 the results provided by monitoring information management activities and their deliverables as appropriate to the organisation

Information Management Level 6 Role

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