

Data Technician Level 3 standards

Knowledge

K1	<ul style="list-style-type: none"> a) Range of different types of existing data. b) Common sources of data - internal, external, open data sets, public and private. c) Data formats and their importance for analysis. d) Data architecture - the framework against which data is stored and structured including on premises and cloud.
K2	How to access and extract data from a range of already identified sources.
K3	How to collate and format data in line with industry standards.
K4	<ul style="list-style-type: none"> a) Data formats and their importance for analysis. b) Management and presentation tools to visualise and review the characteristics of data. c) Communication tools and technologies for collaborative working.
K5	<ul style="list-style-type: none"> a) Communication methods, formats and techniques, including: written, verbal, non-verbal, presentation, email, conversation, audience and active listening. b) Range of roles within an organisation, including: customer, manager, client, peer, technical and non-technical
K6	<ul style="list-style-type: none"> a) The value of data to the business. b) How to undertake blending of data from multiple sources.
K7	Algorithms, and how they work using a step-by-step solution to a problem, or rules to follow to solve the problem and the potential to use automation.
K8	How to filter details, focusing on information relevant to the data project.
K9	Basic statistical methods and simple data modelling to extract relevant data and normalise unstructured data.
K10	The range of common data quality issues that can arise e.g. misclassification, duplicate entries, spelling errors, obsolete data, compliance issues and interpretation/ translation of meaning.
K11	Different methods of validating data and the importance of taking corrective action.
K12	Communicating the results through basic narrative.

K13	<p>a) Legal and regulatory requirements e.g. Data Protection, Data Security, Intellectual Property Rights (IPR), Data sharing, marketing consent, personal data definition.</p> <p>b) The ethical use of data.</p>
K14	The significance of customer issues, problems, business value, brand awareness, cultural awareness/ diversity, accessibility, internal/ external audience, level of technical knowledge and profile in a business context.
K15	The role of data in the context of the digital world including the use of external trusted open data sets, how data underpins every digital interaction and connectedness across the digital landscape including applications, devices, IoT, customer centricity.
K16	Different learning techniques, learning techniques and the breadth and sources of knowledge.

Skills

S1	Source and migrate data from already identified different sources.
S2	Collect, format and save datasets.
S3	Summarise and explain gathered data.
S4	Blend data sets from multiple sources and present in a format appropriate to the task.
S5	Manipulate and link different data sets as required.
S6	Use tools and techniques to identify trends and patterns in data.
S7	Apply basic statistical methods and algorithms to identify trends and patterns in data.
S8	Apply cross checking techniques for identifying faults and data results for data project requirements.
S9	Audit data results.
S10	Demonstrate the different ways of communicating meaning from data in line with audience requirements.
S11	Produce clear and consistent technical documentation using standard organisational templates.
S12	Store, manage and distribute in compliance with data security standards and legislation.

S13	Explain data and results to different audiences in a way that aids understanding.
S14	Review own development needs.
S15	Keep up to date with developments in technologies, trends and innovation using a range of sources.
S16	Clean data i.e. remove duplicates, typos, duplicate entries, out of date data, parse data (e.g. format telephone numbers according to a national standard) and test and assess confidence in the data and its integrity.
S17	Operate as part of a multi-functional team.
S18	Prioritise within the context of a project.

Behaviours

B1	Manage own time to meet deadlines and manage stakeholder expectations.
B2	Work independently and take responsibility.
B3	Use own initiative.
B4	A thorough and organised approach.
B5	Work with a range of internal and external customers.
B6	Value difference and be sensitive to the needs of others.