Knowledge	• Familiarity with the different data file types in common use and can use them appropriately. • Has used one or more specialist archaeological information systems (database, GIS, image database, instrument data). • Aware of and can identify relevant policies and standards (organisation or sector-wide eg CIfA Dig Digital Toolkit). • Good working knowledge of how to keep up to date with changing technology. • Understands the difference between proprietary and opensource software and formats relevant to work.
Autonomy	• Compiles records from existing sources (e.g. data entry from paper forms) or primary sources (eg completing context record sheets). • Can follow provided standards and methodologies. • Can run queries that feed into a report as instructed, under supervision.
Coping with complexity	• Can identify potential errors and omissions in records, demonstrating accuracy and clarity. • Appreciates the need to check ambiguity or lack of detail in requests for information. • Appreciates the importance of standardization within information management.

Perception of professional conduct	• Understands importance of documentation and records to be managed securely. • Understands the full lifecycle of recorded information including future reuse for archaeological information eg for post excavation analysis, or to help inform planning advice. • Aware of existing peer networks for archaeological information management and IT and can apply under supervision. • Awareness of archiving good practice and resources. • Understands the need for quality assurance tasks. • Demonstrates understanding of the ethical requirements of the *Code of conduct* and can apply to own work. • Upholds the values of the Institute to work in the public interest and understands the value of public benefit. • Understands GDPR and its application relevance to their own workflows. • Awareness of the importance of standardised documents or formatting eg ADS, tDAR, HER, etc.

Knowledge	• Makes regular use of either a wide range of relevant information resources, or in-depth use of specialist information resources. • Anticipates effect of changing technology and can comment on and demonstrate potential challenges / opportunities. • High level knowledge of how to contribute to the development of appropriate policies and standards (eg CIfA Dig Digital Toolkit) • High level of knowledge of data/information management plans and how to apply them. • Should include modern examples of changing technology where relevant.
Autonomy	• Creates records from a variety of primary sources (eg on-site, laboratory, archives etc). • Can edit existing records. • Can supervise others creating records and oversee quality management of data. • Can apply organisation or sector-wide standards/frameworks as appropriate for information records eg GDPR, ISO, BS 10008 etc. • Seeks advice from peer networks and makes routine use of them.
Coping with complexity	• Management of a range of complex projects and can deal with arising issues (eg Integration of a database with a GIS). • Understanding of procedures for preparing and depositing data archives. • Confident working with data created by others for different purposes. • Can correct and update legacy data. • Can run non-routine operations such as export or import of data. • Has deposited data in an archive to appropriate standards in a trusted digital repository. • Aware of industry standard procedures, specific standards beyond organisational or internal standards. • Can recognise issues and provide solutions to facilitate the effective utilisation and dissemination of legacy data', where possible.

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Perception of professional conduct	• Understanding of the need for integration of information from multiple digital and physical archives. • Aware of procedures for disaster recovery or preventing data loss. • Understanding of information security policies. • Understanding of licensing issues as they affect digital data. • Understands the ethical requirements of the *Code of conduct* and uses them to guide and review own practice and, where applicable, that of others. • Can recognise and resolve potential conflicts of interest within an established framework. • Upholds and promotes the values of the Institute to work in the public interest. • Understands importance of standardised documents or formatting eg ADS, tDAR, HER, etc.

Knowledge	• Can lead on the set up of new information resources, compliant with relevant standards, for use by multiple users. • Substantial understanding of how to compile, use, check and make accessible complex data sets. • Substantial knowledge of risk management processes and how to apply them. • Having organisational or departmental responsibility to meeting and agreeing information and data standards and where appropriate develop policy eg CIfA Dig Digital Toolkit. • Has trained others in appropriate information and data standards.
Autonomy	• Has responsibility for dissemination, deposit and archive of records created by own work. • Has responsibility for budgets, where applicable, and can produce costings for developing resources. • Has substantial responsibility for dissemination, deposit and archive of records created and maintained by others. • Oversees work carried out by others, where applicable, and ensures completion of all stages for the process. • Encourages and supports others in the use of information management resources. • Provides and promotes access to archaeological information. • Responsible for embedding ethical approaches into information management.
Coping with complexity	• Has an overview of multiple information sources e.g. undertaking information auditing. • Works with archaeological specialist users to identify requirement for information systems developed by IT staff/contractors. • Can identify and obtain resources for information management activities. • Can manage the deposition of a complex archive to appropriate standards.

Please go to the next page for Perception of professional context

Perception of professional conduct	- Recognises and understands the broader context of archaeological information resources e.g. in relation to other cultural institutions, other land-use or planning contexts, legal or licensing frameworks. - Actively uses or is involved with peer networks from other information management specialisms. - Demonstrates professional judgement and ethical behavior across a wide variety of complex situations, supporting and encouraging others to do the same. - Can anticipate, recognise, and resolve potential conflicts of interest. - Promotes the values of the Institute to work in the public interest with colleagues, clients, and stakeholders. - Manages and facilitates the resource within their organisation and with external bodies. - Identifies and develops relationships with relevant stakeholders. - Identifies importance of standardised documents or formatting eg ADS, tDAR, HER, etc.