Metadata Specialist

At a glance

- Data Management
- Information Management
- Data Classification, Labelling, Categorisation
- Data Inventory & Catalogue tools
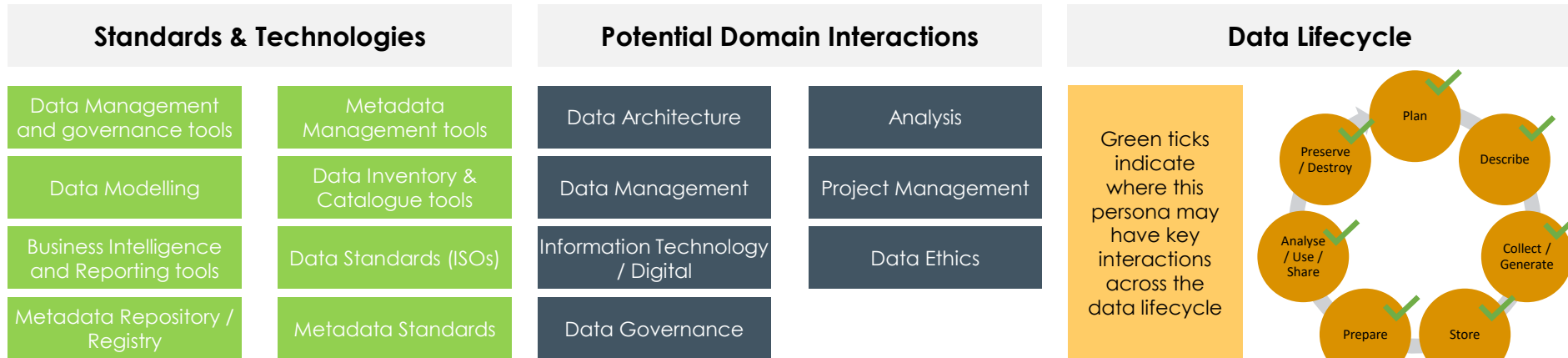- Metadata Analysis
- Quality, governance, and risk management

Metadata Specialists create, support, and implement organisational metadata strategies, frameworks, and policies to ensure the accuracy, consistency, and reliability of an organisation's data holdings.

Metadata Specialists steer the organisation's data infrastructure, monitor and maintain all metadata repositories, and report on the management and quality assurance of both data and metadata.

Metadata Specialists articulate metadata requirements to develop and implement processes to guide the creation of new metadata. They manage the standardisation of metadata tags and taxonomies to enhance data registration, discoverability, classification, accessibility, sharing, and uniformity across the organisation.

Standards & Technologies

Data Management and governance tools	Metadata Management tools
Data Modelling	Data Inventory & Catalogue tools
Business Intelligence and Reporting tools	Data Standards (ISOs)
Metadata Repository / Registry	Metadata Standards

Potential Domain Interactions

Data Architecture	Analysis
Data Management	Project Management
Information Technology / Digital	Data Ethics
Data Governance	

Data Lifecycle

Green ticks indicate where this persona may have key interactions across the data lifecycle

Plan
Describe
Collect / Generate
Store
Prepare
Analyse / Use / Share
Preserve / Destroy

Metadata Specialist

Level 1 | Foundation	Level 2 | Intermediate	Level 3 | Advanced
Maintain metadata records while complying with organisational and whole-of-government metadata quality standards.	Design and enact metadata frameworks and schemas while ensuring alignment with organisational and whole-of-government objectives.	Lead the development and execution of organisational strategies and contribute to whole-of-government data and metadata management strategies.
Support adherence to metadata data policies and regulations.	Administer, implement, and maintain robust metadata standards to ensure compliance with policies and regulations.	Evaluate and select metadata management tools and technologies enhancing compliance and metadata standards.
Design basic reports to identify compliance with metadata standards, policies and regulations and ensure data accuracy and quality.	Develop complex reports to identify compliance with metadata standards, policies, and regulations, and ensure data accuracy and quality.	Lead the design and implementation of complex reporting and analytics solutions to drive strategic insights for the organisation and ensure compliance with metadata standards, policies and regulations.
Assist in the ongoing maintenance of metadata standards and protocols.	Facilitate advanced metadata integration to align with established standards and protocols.	Oversee complex metadata initiatives leveraging advanced integration techniques.
Assist in building initial data dictionaries, data documentation and user guides to help data consumers understand the content and context of data.	Develop comprehensive data dictionaries, data documentation and user guides focusing on standardisation and consistency to help data consumers understand the content and context of data.	Provide expert advice to inform the best practice development of data dictionaries, data documentation and user guides, ensuring alignment with evolving organisational needs.
Maintain data assets.	Manage and govern data assets.	Manage and govern large, sensitive, and high value data assets.

Level 1 | Foundation

APS DCF

① VAL	① COL
② COM	② CLS
② GOV	② MET
② USE	① QUL
② MGT	

SFIA

④ DATM	③ DBDS	④ SCTY
④ QUMG	⑤ RLMT	⑤ INOV
③ RSCH	③ ASMG	⑥ GOVN
④ IRMG	③ DTAN	④ QUAS
③ KNOW	④ INAS	

Level 2 | Intermediate

APS DCF

② VAL	② COL
③ COM	③ CLS
③ GOV	③ MET
③ USE	① QUL
③ MGT	

SFIA

⑤ DATM	④ DBDS	⑤ SCTY
⑤ QUMG	⑥ RLMT	⑥ INOV
④ RSCH	④ ASMG	⑥ GOVN
⑤ IRMG	④ DTAN	⑤ QUAS
⑤ KNOW	⑤ INAS	⑤ BPRE

Level 3 | Advanced

APS DCF

② VAL	③ COL
③ COM	③ CLS
③ GOV	③ MET
③ USE	② QUL
③ MGT	

SFIA

⑥ DATM	⑤ DBDS	⑦ SCTY
⑦ QUMG	⑦ RLMT	⑦ INOV
④ RSCH	⑤ ASMG	⑦ GOVN
⑥ IRMG	⑤ DTAN	⑤ QUAS
⑥ KNOW	⑥ INAS	⑥ BPRE

Select the boxes for more information.   *APS DCF = Australian Public Service Data Capability Framework*   *SFIA = Skills Framework for the Information Age*