Digital, Data & Technology (DDaT) Profession Capability Framework

1. The DDaT Capability Framework defines the roles in the DDaT Profession and describes the skills needed for each role level. It is publicly available on GOV.UK.

2. The Capability Framework is designed to work alongside existing performance management processes, providing additional information about specialist skills needed for DDaT roles.

Why the DDaT Capability Framework was created

3. The Civil Service Board commissioned the Digital, Data and Technology Profession to lead on a number of cross-government actions identified to support The Government Transformation Strategy. These actions will help departments attract, recruit and retain the people they need to build the best public services.

What the DDaT Capability Framework does

4. The Capability Framework provides a common set of roles, skills and career paths that all government organisations can use. It is not intended to be a detailed description of the responsibilities of every DDaT professional.

5. Together with strong communities of practice and opportunities for learning and development through the GDS Academy, the Capability Framework supports attraction, recruitment and retention of DDaT specialists.

6. The Capability Framework also enables strategic initiatives for building cross-government DDaT capability by providing a common language and a coherent structure. Example initiatives include:
   - running cross-government recruitment campaigns, rather than individual ones for each organisation, based on common job descriptions
   - capturing consistent and meaningful data across the Profession to measure progress against The Government Transformation Strategy and support workforce planning (see ‘Building capability within departments’)

What the Capability Framework consists of

7. The Capability Framework is made up of:
   - Job roles
   - Job role levels
   - Skills
   - Skill levels
Job roles
8. A high-level description of each DDaT job role and its associated responsibilities. Examples:
   - product manager
   - technical architect
   - data engineer

Job role levels
9. A description of each DDaT job role level together with the skills and skill levels needed. For example, the product manager role levels are:
   - associate product manager
   - product manager
   - senior product manager
   - lead product manager
   - head of product

Skills
10. Skills are a combination of the technical skills, knowledge and experience needed to do a certain job or task. A job role will have a common set of skills across all role levels. There can be both 'Essential' and 'Desirable' skills.

11. For example, the 'Agile working' skill is defined as:
   - is aware of and understands agile methodology and how to apply the agile mindset to all aspects of their work
   - has the ability to work in a fast paced, evolving environment and utilises an iterative method and flexible approach to enable rapid delivery
   - unafraid to take risks, willing to learn from mistakes and appreciates the importance of agile project delivery for digital projects in government
   - able to ensure the team has a situational awareness of what each other is working on and how this relates to practical government objectives and user needs

Skill levels
12. Each skill can have 1 of 4 levels of knowledge and experience assigned to it. The 4 levels are (in ascending order):
   - Awareness
   - Working
   - Practitioner
   - Expert
14. For example, the ‘agile working’ skill required by product managers:
   ● Associate product manager: level = awareness
   ● Senior product manager: level = expert

Skill levels tables
15. These provide an overview of skills and skill levels needed for each role level. These are useful for comparing skill levels across all job role levels. Examples include:
   ● product manager
   ● software developer
   ● dev-ops
   ● technical architect

16. A DDaT professional in a particular job role level does not necessarily need to have all the skills at the prescribed level when they first start a job. It is expected that they can develop their skills through experience and learning and development.

Career paths
17. These are illustrative examples of career paths that members of the DDaT Profession can follow to move between roles and role levels.

18. They are designed to help individuals and managers think about and plan career development. They are available from ddatprofession@digital.cabinet-office.gov.uk

Civil Service competencies
19. The Civil Service competency framework outlines the skills and behaviours expected of civil servants at all levels. Each role has the core competencies felt to be most relevant to it and where appropriate, an interpretation of what that competency means for that role.

20. DDaT professionals should be able to demonstrate the relevant competences for their job at the level relevant to their job’s grade.

21. Civil Service HR are planning changes to the Civil Service competency framework during 2018/19. The DDaT Capability Framework will be iterated to reflect these changes, in collaboration with stakeholders and CSHR, as roll-out plans across government are progressed.

Get help and advice
21. If you have any questions about the DDaT Capability Framework, please email ddatprofession@digital.cabinet-office.gov.uk