

**National Army Museum**

Royal Hospital Road, Chelsea, London SW3 4HT

**Resources Division**

**Post: Human Resources Officer**

**Post No: NAM 210**

**Person Specification**

<b>Criteria</b>	<b>STANDARD</b>	<b>E/D</b>	<b>EVIDENCE</b>
Qualifications	Educated to GCSE level (or equivalent) with A-C grades in Mathematics and English.	E	Certificate
	CIPD Qualification (or working towards).	D	Certificate
Previous experience	Experience of working in a generalist HR team environment.  Experience of dealing with a wide-range of internal and external Stakeholders.	E  E	Application and Interview
Attainments/skills/competencies	Excellent IT skills (including excel) and the ability to utilise and manage a large-scale HR management information system.  Experience/Knowledge of using Mac iOS  A confident communicator, with excellent written and verbal communication skills.  Methodical, with excellent attention to detail.  Ability to maintain high levels of confidentiality.	E  D  E  E  E	Application and Interview
Special aptitudes	A team player who is able to multi-task, prioritise and meet deadlines.	E	Application and Interview

**KEY:      E = Essential**

**D = Desirable**

[January 2026]