

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Resources Division

Post: Human Resources Officer

Post No: NAM 210

Person Specification

Criteria	STANDARD	E/D	EVIDENCE
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.	E	Application and Interview
	Experience of dealing with a wide-range of internal and external Stakeholders.	E	
Attainments/skills/competencies	Excellent IT skills (including excel) and the ability to utilise and manage a large-scale HR management information system.	E	Application and Interview
	Experience/Knowledge of using Mac iOS	D	
	A confident communicator, with excellent written and verbal communication skills.	E	
	Methodical, with excellent attention to detail.	E	
	Ability to maintain high levels of confidentiality.	E	
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]