

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Post: Collections Data Manager

Post No: NAM 229

Person Specification

CRITERIA	STANDARD	E/D	EVIDENCE
Qualifications	Degree in IT/History or closely related subject.	D	Certificate
Knowledge	Excellent knowledge of Collections and Digital asset management systems	E	Application and Interview
	Knowledge of the museum or wider heritage sector.	E	Application, Interview
	Understanding of collections standards i.e SPECTRUM and ISAD-G	E	Application and interview
	An understanding of systems infrastructure	E	Interview
	An appreciation of the type and scope of the museum's collections	D	Application, interview and reference
Experience	Significant experience of managing a complex database including access permissions.	E	Application and Interview
	Experience of using information management systems to read/write and export data.	E	Application, interview and evidence
	Experience of using systems tools for improving data quality and the use of authority files to improve consistency	E	Application and Interview
	Experience of using IT infrastructure knowledge to ensure a CMS/DAMS can integrate with other systems where required, especially publishing and websites.	E	Application and interview

Attainments / Skills / Competencies	Excellent understanding of Museum, library and archive sector procedures and standards	E	Application, interview and evidence
	Proven competence in the application of systems to provide efficient and optimised workflows.	E	Application and Interview
	High level skills in data migration and clean up activity.	E	Application
	Experience of working with groups of systems users	D	Application and Interview
	Ability to prioritise and meet deadlines.	E	Application and Interview
	Strong co-ordination, organisational, and project management skills.	D	Application and Interview
	Problem solving. Ability to identify causes, options and implement solutions	E	Application and Interview
	Experience of working on digital projects.	D	Application and Interview
Particular circumstances	The role will require travel to other venues, especially between the Museum's sites, and may also include some overnight stays and international travel.	E	Interview

KEY: E = Essential

D = Desirable

July 2022