

## National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

### Collections & Programme Division

#### Post: Collections Support Officer

#### Person Specification

Criteria	Standard	E/D	Evidence
Qualifications	Degree (or equivalent) in a relevant field.	D	Certificate
Previous experience	<p>Passion for the Army's story and communicating it to the Museum's audiences.</p> <p>Practical and relevant experience of object handling, packing and moving.</p> <p>Working with collections in a Museum/Heritage environment.</p> <p>Experience using manual handling and lifting equipment.</p> <p>Demonstrable knowledge and practical application of current H&amp;S practice.</p>	<p>E</p> <p>D</p>	Application and interview
	Experience of using database and cataloguing systems.	D	Application and interview
Attainments/skills/competencies	Understanding of collections care, particularly of object handling and assessment of object condition.	D	Application and interview
	Excellent interpersonal and communication skills.	E	
	Systematic approach to work planning and programming. ICT skills especially databases.	E	

	Trained in use of Mobile Elevated Working Platforms (MEWP).  Familiarity with MAC OSX and Apple Mail.	D	Application and interview
Particular circumstances	Travel to other venues as required and may include some overnight stays.	E	Interview
	Clean UK driving licence.	D	

**KEY:            E = Essential**

**D = Desirable**

[November 2020]