

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Operations & Resources Division

Post: Facilities Manager

Post No: NAM 248

Person Specification

Criteria	Standard	E/D	Evidence
Qualifications	Has or is training for a relevant qualification in the facilities management field or minimum NVQ3 with five years experience.	E	Certificate
	A recognised health and safety award e.g. IOSH	E	Certificate
	Minimum Associate membership of: Institute of Workplace and Facilities Management; or The Chartered Institute of Building; or similar body.	D	Certificate
Previous experience	Minimum of 5 years' experience in facilities management or building maintenance.	E	Application and Interview
	Experience in managing contractors.	E	
	Demonstrable knowledge and practical application of current H&S practice including writing and advising on risk assessments and method statements.	E	
	Experience is driving forward and reporting on environmental/sustainability agenda	E	
	Management of facilities budget of up to £500k.	E	
	Writing and management of KPIs and SLAs.	E	

	ICT skills in Microsoft Word, Excel, Outlook, and in using databases.	E	
	Staff and volunteer supervision.	E	
	Understanding of government procurement systems/procedures.	D	
Attainments/skills/competencies	Proactive approach to problem solving with a sound judgment and a sense of proportion.	E	Application and Interview
	Highly motivated with a 'can do' attitude.	E	
	Ability to prioritise and plan workload efficiently.	E	
	Excellent interpersonal and communication skills.	E	
	Knowledge of Building Management systems.	E	
	Thorough knowledge of Building Regulations.	E	
	"Train the Trainer" experience.	E	
	Familiarity with Apple MAC operating systems.	D	
Particular circumstances	Travel to NAM sites as required and may include some overnight stays.	E	Interview
Other	Clean UK driving licence.	E	Interview

KEY:

E = Essential

D = Desirable

October 2023