

## National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

### Operations Division

**Post: Facilities Officer**

**Post No's: NAM 181**

### Person Specification

Criteria	Standard	E/D	Evidence
Qualifications	Relevant qualification in the facilities management field or minimum NVQ3 with five years experience.	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	Practical experience of building services. Confident in the use of hand tools and equipment.	E	Application and interview
	Demonstrable knowledge and practical application of current H&S practice including writing and advising on risk assessments and method statements.	E	
	Management of facilities budget of up to £500k.	E	
	Understanding of OJEU and government procurement systems/procedures.	D	
	Writing and management of KPIs and SLAs.	E	
	ICT skills in Microsoft Word, Excel, Outlook, and in using databases.	E	
	Staff and volunteer supervision.	D	

Attainments/skills/competencies	Proactive approach to problem solving with a sound judgment and a sense of proportion.	E	Application and interview
	Knowledge of Building Management systems.	D	
	Thorough knowledge of Building Regulations.	E	
	Excellent interpersonal and communication skills.	E	
	“Train the Trainer” experience.	D	
	Familiarity with Apple MAC operating systems.	D	
	Self motivated with a can-do attitude.	E	
Particular circumstances	Travel to NAM sites as required and may include some overnight stays.	E	Interview
	Clean UK driving licence.	E	

**KEY: E = Essential**

**D = Desirable**