

## National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

### Operations Division

**Post: Head of Facilities**

**Post No: NAM 092**

### Person Specification

Criteria	Standard	E/D	Evidence
Qualifications	Vocational qualification, relevant experience or degree level education.	E	Certificate and Application
	Facilities Management qualification	D	Certificate and Application
	A recognised health and safety award e.g. IOSH	E	Certificate and Application
	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
	Technical knowledge/experience of electrical and mechanical services	E	
	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 in driving forward and reporting on sustainability agenda	E	
	Management of budget of over £1 million.	E	

	<p>Writing and management of KPIs and SLAs.</p> <p>ICT skills in Microsoft Word, Excel, Outlook, and in using databases.</p> <p>Staff Management.</p> <p>Understanding of government procurement systems/procedures.</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>	
Attainments/skills/competencies	<p>Proactive approach to problem solving with a sound judgment and a sense of proportion.</p> <p>Highly motivated with a 'can do' attitude.</p> <p>Ability to prioritise and plan workload efficiently.</p> <p>Excellent interpersonal and communication skills.</p> <p>Knowledge of Building Management systems.</p> <p>Thorough knowledge of Building Regulations.</p> <p>Familiarity with Apple MAC operating systems.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	Application and Interview
Particular circumstances	<p>Travel to NAM sites as required and may include some overnight stays.</p>	<p>E</p>	Interview
Other	<p>Clean UK driving licence.</p> <p>Ability to be on call and work weekends on a rota / planned basis.</p>	<p>E</p> <p>E</p>	<p>Interview</p> <p>Interview</p>

**KEY:**

**E = Essential**

**D = Desirable**

April 2025