

## National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

### Archives, Library and Information Team

**Post: Information Officer (Chelsea)**

**Post No: NAM 228**

### Person Specification

CRITERIA	STANDARD	E/D	EVIDENCE
<b>Qualifications</b>	Educated to degree level (or equivalent) in Information Management or a relevant subject.	E	Certificate/Interview
	Data Protection certification or evidence of training	E	
	Experience of working in a museum, heritage or similar environment with knowledge of museum, archive and library cataloguing standards.	D	
<b>Experience</b>	Experience of CRM systems, in particular privacy and information governance issues	E	Application and Interview
	Experience of defining, supporting and encouraging use of knowledge through systems compliance and development	E	
	Experience of working with varied types of data and databases.	E	
	Experience of applying data protection legislation within an organisation through development of policies, procedures and staff guidance	E	
	Experience of managing volunteers	D	
<b>Knowledge</b>	Knowledge of Salesforce CRM system	D	Application and Interview

	Knowledge of information governance and intellectual property legislation, in particular how it relates to the heritage sector	E	
	Knowledge/interest in British military history.	D	
	Knowledge of the management of digital assets, and interest in the development of skills relating to digital preservation	D	
<b>Skills</b>	Logical and analytical thinking.	E	Interview
	Excellent level of IT literacy	E	
	Project management and change management skills	D	
	Excellent written, verbal and presentation skills	E	
<b>Special Aptitudes</b>	Ability to successfully work on own initiative as well as in a team.	E	Application and Interview
	Strategic approach to problem solving.	E	
	Sound judgement and able to prioritise effectively.	E	
	Motivated and able to work in an agile organisation.	E	
	Excellent attention to detail.	E	
	Ability to travel to, and work at, the Museum's outstation in Stevenage.	E	

**KEY: E = Essential**

**D = Desirable**

June 2022