

Recruitment Information



**Curator/Senior Curator Americas
Full Time, Permanent**

Curator/Senior Curator Americas

£33,511 to £41,785 per annum (pay award pending) plus membership of Civil Service pension scheme

The Americas collections within the Department of Global Arts, Cultures and Design (GACD) at National Museums Scotland (NMS) include approximately 7,700 cultural belongings from South, Central, and North America, most of which were originally collected as archaeological, anthropological or art objects. The Americas collections are on display in the Living Lands, Patterns of Life and Artistic Legacies galleries.

Some of the collections are connected to early voyages of British colonial exploration (e.g. Captain James Cook (1776-1779), Sir William Parry (1790–1855), Frederick Beechey (1796–1856), and Dr John Rae (1813–1893)). Early museum policy also established international links that yielded significant collections including those by Hudson's Bay Company factors in Canada from Arctic and Subarctic peoples in the late 1850s. In the nineteenth and early twentieth century, archaeologists and private collectors contributed to the collections from South America, which are particularly strong in Peruvian textiles, as well as Chimú, Moche and Nasca pottery. Material was also transferred from the Wellcome Historical Medical Museum. Since the 1970s contemporary material from North America has been collected with a focus on jewellery from the Southwestern United States and contemporary art from the Northwest Coast.

NMS has recently agreed to the repatriation of a memorial pole to the Nisga'a Nation in Canada. The successful candidate may have the opportunity to support this process and develop future research and collections collaborations with the Nisga'a and other Indigenous American peoples. They will also be expected to conduct provenance research on collections, developing understanding of the historical and cultural contexts of collections, and to support existing and develop their own exhibition and displays plans, including the development of proposals for contemporary acquisitions.

With a degree in a relevant subject or equivalent experience of working with cultural belongings from the Americas, you will be able to demonstrate specialist knowledge relevant to the collections. The successful candidate will have responsibility for all Americas collections but a specialism in North American collections would be desirable as would lived cultural experience and relevant Indigenous language skills.

This post fulfils the UK immigration requirements for sponsorship. National Museums Scotland can provide sponsorship under the Skilled Worker route. National Museums Scotland welcomes applications from suitably qualified overseas candidates for this role.

The Keeper of Global Arts, Cultures and Design, Dr John Giblin (j.giblin@nms.ac.uk), is available to discuss the role and potential flexible-working needs with prospective candidates in advance of application.

You are provided with a job description and person specification for further detail about the post. To apply visit www.nms.ac.uk. The closing date for completed applications is 2 July 2023 at midnight. Please state reference number NMS23/19. It is anticipated that the selection event will take place w/c 31 July 2023.

Please note that CVs are not considered as part of applications and will not be forwarded to the shortlisting process.

Find out more about [National Museums Scotland](#) and our range of [employee benefits](#).

National Museums Scotland is committed to being an Equal Opportunities Employer. We are keen that our workforce profile reflects the diversity of our visitors and audiences. Therefore, all jobs at National Museums Scotland are open to everyone and we encourage applicants from all backgrounds, irrespective of sex, gender identity, race, disability, religion or belief, sexual orientation or age. We welcome candidates who think they have the required skills and can make a contribution in this key role.



Post Title: Curator, Americas		
Department: GACD	Section: N/A (Line-Managed by Keeper)	
Directorate: Collections	Grade: 4	Hours: 37 (net)
<p>Purpose of Post:</p> <ul style="list-style-type: none"> ▪ To be responsible for the curation and development of the Americas collections of the Department of Global Arts, Cultures and Design, in line with National Museums Scotland's objectives. ▪ To develop specialist knowledge, including research activity, about the Americas collections and promote the widest possible access to them, in line with National Museums Scotland's objectives 		
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> ▪ Be responsible for the curation of the Americas collections of the Department of Global Arts, Cultures and Design, aiming to achieve best practice in line with National Museums Scotland' policies and procedures. This covers activities relating to acquisitions, loans, collections care and documentation ▪ Support and advise the Keeper of Global Arts, Cultures and Design and to work with relevant colleagues across the Department of Global Arts, Cultures and Design ▪ Support the development of contemporary collecting at National Museums Scotland ▪ Articulate collection requirements and implications for forward planning ▪ Enable public access to the collections through dealing with enquiries and visitors, and organising study visits/conferences ▪ Represent National Museums Scotland and the collections in the academic and cultural sectors as required, and give professional advice ▪ Support the development of projects using the collections, such as exhibitions and preparation of material for publications and educational activities ▪ Contribute to outreach activities, such as National Programmes of National Museums ▪ Contribute to Learning & Programmes activities to reach a wide variety of audiences ▪ Undertake, as required, digitisation and documentation projects in line with NMS' plans 		

- Develop, through an agreed programme of research and its dissemination, increased specialist knowledge of the collections and the subject to improve understanding of the collections among a wide audience
- Acquire knowledge of potential funding sources and develop funding bids for research and/or collections development
- Supervise volunteers supporting curatorial work, to ensure their contribution is focused and recognised
- Ensure compliance with legislative frameworks (e.g. health & safety) and any special requirements of the collection (e.g. radiation), in liaison with the line manager and other National Museums Scotland staff
- Commit to good health & safety and access practice and ensure familiarity with National Museums Scotland health & safety and access policies, procedures and guidelines

Expected Outcomes:

- Contribution to curatorial and management activities
- Extended knowledge of collections and related subjects
- Enhanced documentation of the Americas collections
- Knowledge applied and disseminated in research and public programmes
- Management of collections in line with National Museums Scotland standards
- Effective management of staff and volunteers as required

Reports To:

Keeper of Global Arts, Cultures and Design

Facts and Figures:

Budget: On occasion delegated responsibility

Staff Managed: Volunteers and contractors

Indirect Staff Managed:

Other: Responsibility for a section of the national collections of historical importance, financial value, and scholarly significance.

Thinking Skills (Judgement / Decisions Made):

- Judgement and interpretation of specified collections to analyse their strengths, care requirements, context, potential development and/or research direction
- Knowledge of external context to inform daily work and subsequent recommendations (e.g. where/how to publish? Whom to borrow from? Why acquire? Who might fund?)
- Application of National Museums Scotland collections management policies and procedures
- Communication and organising skills, internal and external
- Recognition of issues which require upward referral

Communication and Contact:

Internal:

- Head of department and other curators
- Collections Services department
- Collections Services library staff
- Director of Collections
- Research and Academic Liaison Manager
- Exhibitions & Displays department
- Learning & Engagement department

External:

- Visitors and enquirers
- Other museums and related organisations
- Potential sponsors, donors and vendors
- Borrowers and lenders
- Volunteers

Most Challenging Parts of the Job:

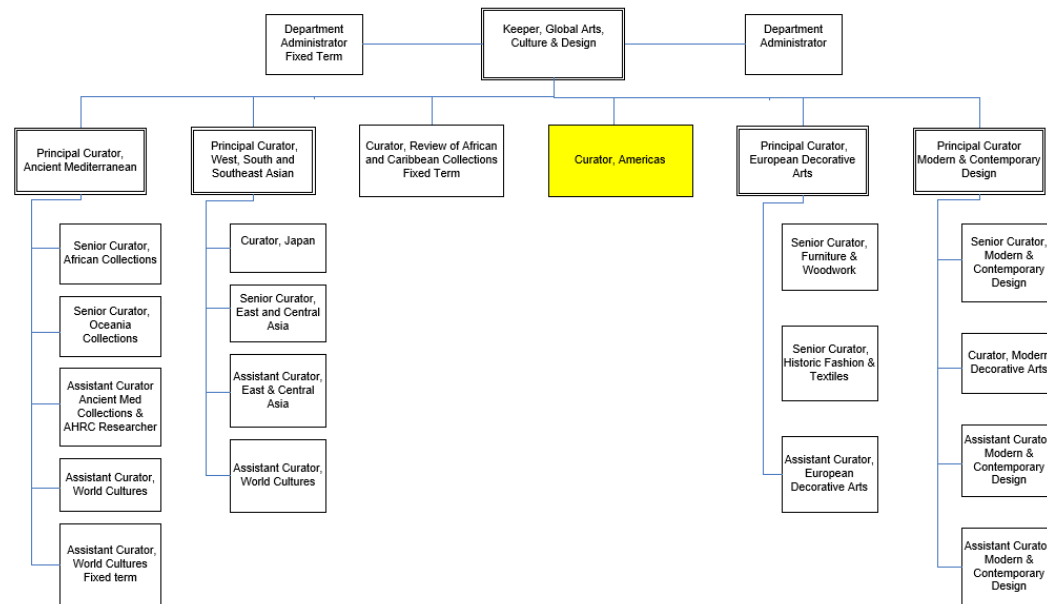
- To manage multiple priorities
- To manage specified collections, extend their accessibility, and develop further specialist knowledge

- To resolve problems and develop solutions within National Museums Scotland guidelines

Other Requirements, e.g. Multi-site Working, On Call, etc:

Must be willing to travel as the duties require, e.g. other National Museums' sites, courier duties, documentation of loans offsite, fieldwork, or as a representative of National Museums to external bodies.

Organisational Chart



Post Title: Curator, Americas		
Department: GACD	Section: N/A (Line-Managed by Keeper)	
Directorate: Collections	Grade: 4	Hours: 37 (net)

Knowledge	Essential or desirable	Evidence assessed by
A relevant first degree or equivalent experience	Essential	Certificate/Application
Developed knowledge of and enthusiasm about Americas collections	Essential	Application/ Selection Event
Knowledge of and commitment to best practice standards in collections management	Essential	Selection Event
Specialist knowledge of North American cultural belongings/collections	Desirable	Application
Relevant postgraduate qualification or equivalent experience	Desirable	Certificate/Application
Doctoral degree in a relevant discipline	Desirable	Certificate/Application
Knowledge of potential health & safety issues relevant to the specialist area	Desirable	Selection Event/ Application
Understanding of database application to museum or similar collections	Desirable	Application
Relevant Indigenous language knowledge	Desirable	Application

Skills	Essential or desirable	Evidence assessed by
ICT skills in Microsoft Word, Excel, Outlook and databases	Essential	Application/ Certificate

Experience	Essential or desirable	Evidence assessed by
-------------------	-------------------------------	-----------------------------

Proven experience with Americas cultural belongings/collections	Essential	Application
Experience of undertaking research	Essential	Application/ Selection Event
Experience of travelling, living and/or working in the Americas	Essential	Application
Lived cultural experience relevant to Indigenous Americas belongings/collections	Desirable	Application
Research publications in relevant area	Desirable	Application/ Selection Event
Experience of dealing with public enquiries and visitors and supervising volunteers	Desirable	Application/ Selection Event
Some experience of preparing and presenting material for public presentation in lectures, exhibitions or publication	Desirable	Application/ Selection Event
Experience of database application to museum or similar collections	Desirable	Application

National Museums Scotland has a Competency Framework with six competencies. Individuals for this job are expected to demonstrate competence in the following six competencies through assessment from the Application/Selection Event.

Competency	Level	Detail
Building Relationships Works effectively and professionally as part of their team and co-operates with others across the organisation; collaborates and networks externally for specific outcomes and projects; forms partnerships, nationally and internationally for mutual benefit.	2	Collaborates with others <ul style="list-style-type: none"> • Understands other National Museums Scotland departments and priorities and how these relate to their own area of work. • Promotes and raises awareness of own role and department, internally or externally. • Encourages co-operation between, people, departments, sites and directorates. • Considers and sees different perspectives on issues, between people, across departments or organisations for mutual benefit. • Works with external stakeholders and organisations to deliver our objectives.
Competency	Level	Detail

<p>Communications & Engaging Uses communication and interpersonal skills flexibly across all channels of communication, to engage, influence, persuade and negotiate ensuring a shared understanding and commitment to act.</p>	2	<p>Engages and Influences others</p> <ul style="list-style-type: none"> • Communicates regularly, accurately, timely and appropriately. • Facilitates two – way communication, encouraging dialogue and exchange both throughout and outwith the organisation. • Adapts own style of communication to suit different people’s needs. • Demonstrates empathy and understanding in all communications. • Confidently influences others, rather than manipulating or imposing ideas.
<p>Focussing on your Customers Places the customer at the heart of what they do, engages, listens and responds to deliver exemplary service, creating an outstanding experience; supporting a culture of service excellence, both internally and externally.</p>	2	<p>Is proactive in understanding customer needs</p> <ul style="list-style-type: none"> • Requests and receives feedback from customers in a constructive and positive way. • Anticipates customer concerns and reactions; and pre-empts these by addressing them upfront • Is able to assess quickly what a customer wants and gets straight to their needs. • Offers a ‘bespoke’ service and solution to the customer, meeting any special requirements. • Responds, calmly, tactfully and firmly when dealing with difficult situations to resolve the issue.
<p>Improving & Innovating Builds personal, professional and organisational capability by keeping up-to-date, being creative, sharing ideas, taking risks, looking inside and out to continuously improve National Museums Scotland.</p>	2	<p>Seeks opportunities to continuously improve</p> <ul style="list-style-type: none"> • Seizes opportunities and acts quickly before they are lost. • Thinks creatively and solves problems collaboratively • Facilitates and plans in opportunities for staff and stakeholders to contribute their ideas and suggestions. • Accesses networking and expert groups, benchmarks other organisations. • Maintains and shares a network of useful external contacts to facilitate learning and idea generation.
<p>Leading & Managing Sets direction and standards to drive individual, team and organisational performance by involving, supporting, developing and enabling staff and others to effectively contribute to the</p>	1	<p>Manages tasks and activities</p> <ul style="list-style-type: none"> • Allocates work based on knowledge, skills and available time and resources, providing clear instructions and specifications. • Recognises the achievement and performance of others and gives them credit. • Provides others with regular feedback and coaches in a constructive manner. • Motivates by making people feel valued and important in interactions and by celebrating successes.

<p>present and the future of National Museums Scotland.</p>		<ul style="list-style-type: none"> • Encourages an open, safe and approachable environment by listening and not judging.
<p>Planning for Success Ensures effective delivery and completion by realistically planning and prioritising tasks and managing workload; develops and manages plans, programmes and projects, in consultation with stakeholders and within existing priorities, people resources and budgets.</p>	<p>2</p>	<p>Develops and implements plans</p> <ul style="list-style-type: none"> • Develops and implements plans for delivery, building in flexibility to cope with last minute demands. • Takes into consideration the impact of actions and decisions on others and puts in place measures to minimise them. • Consults with relevant stakeholders to ensure the output, the outcome and the plan to meet their needs. • Prioritises own workload to meet conflicting demands. • Thinks ahead to identify potential obstacles and proactively solves issues to minimise the impact on delivery.

Post Title: Senior Curator, Americas Collections		
Department: Global Arts, Cultures and Design	Section: N/A (Line-Managed by Keeper)	
Directorate: Collections	Grade: 3	Hours: 37 (net)
<p>Purpose of Post:</p> <ul style="list-style-type: none"> • To be responsible for the curation and development of the Americas collections of the Department of Global Arts, Cultures and Design, in line with National Museums Scotland's objectives. ▪ To develop specialist knowledge, including research activity, about the Americas collections and promote the widest possible access to them, in line with National Museums Scotland's objectives ▪ To manage resources 		
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> ▪ Be responsible for the curation of the Americas collections, aiming to achieve best practice in line with National Museums Scotland's policies and procedures. This covers activities relating to acquisitions, loans, collections care and documentation ▪ Support and advise the Keeper of Global Arts, Cultures and Design and to work with relevant colleagues across the Department of Global Arts, Cultures and Design. ▪ Articulate collection requirements and implications for forward planning ▪ Take delegated responsibility as required for projects with staff and budget responsibilities ▪ Support the development of contemporary collecting at National Museums Scotland ▪ Enable public access to the collections through dealing with enquiries and visitors, and organising study visits / conferences ▪ Represent National Museums Scotland and the collections in the academic and cultural sectors as required, and give professional advice ▪ Develop and contribute to projects using the collections, such as exhibitions and preparation of material for publications and educational activities ▪ Contribute to outreach activities such as National Programmes of National Museums Scotland 		

- Contribute to lifelong learning, such as Learning & Programmes activities, to reach a wide variety of audience

Key Responsibilities cont:

- Undertake, as required, digitisation and documentation projects in line with National Museums Scotland's plans
- Develop, through an agreed programme of research and its dissemination, increased specialist knowledge of the collections and the subject to improve understanding of the collections among a wide audience
- Develop knowledge of potential funding sources and develop funding bids for further approval
- Supervise volunteers supporting curatorial work, to ensure their contribution is focused and recognised
- Ensure compliance with legislative frameworks (e.g. health & safety) and any special requirements of the collections (e.g. radiation), in liaison with the line manager and other National Museums Scotland's staff
- Commit to good health & safety and access practice and ensure familiarity with National Museums' health & safety and access policies, procedures and guidelines

Expected Outcomes:

- Contribution to curatorial and management activities
- Extended knowledge of collections and related subjects
- Knowledge applied and disseminated in research and public programmes
- Management of collections in line with National Museums Scotland's standards
- Effective management of staff and volunteers as required
- Effective management of resources

Reports To:

Keeper of Global Arts, Cultures and Design

Facts and Figures:

Budget: On occasion, delegated responsibility - also responsible for seeking and drafting external funding bids

Staff Managed: May be one or more, plus volunteers and contractors where appropriate

Indirect Staff Managed: n/a

Facts and Figures cont:

Other: Responsibility for a section of the national collections of historical importance, financial value, and scholarly significance

Thinking Skills (Judgement / Decisions Made):

- Judgement and interpretation of specified collections to analyse their strengths, care requirements, context and potential development and / or research direction
- Knowledge and external context to inform daily work and subsequent recommendations (e.g. where / how to publish? Whom to borrow from? Why acquire? Who might fund?)
- Application of National Museums Scotland's collections management policies and procedures
- Communication and organising skills, internal and external
- Recognition of issues which require upward referral
- Dealing with project management issues on a day-to-day basis

Communication and Contact:

Internal:

- Head of Department and other curators
- Collections Management department
- Conservation & Analytical Research department
- Director of Collections
- Exhibitions & Displays department
- Learning & Programmes department
- Human Resources and Finance departments

External:

- Visitors and enquirers
- Other museums and related organisations
- Potential sponsors, donors and vendors
- Borrowers and lenders

Communication and Contact cont:

External cont:

- Media
- Volunteers

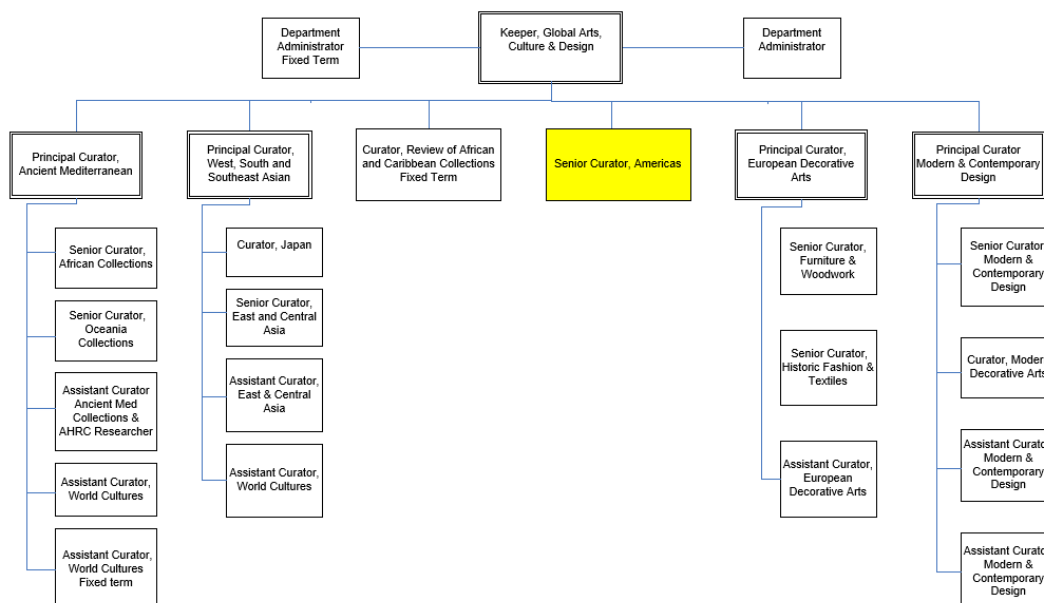
Most Challenging Parts of the Job:

- To manage multiple priorities
- To manage specified collections, extend their accessibility and develop further specialist knowledge
- To find solutions for collections issues within National Museums' policies and procedures

Other Requirements, e.g. Multi-site Working, On Call, etc:

Must be willing to travel as the duties require, e.g. other National Museums Scotland's sites, courier duties, fieldwork, or as representative of National Museums Scotland to external bodies

Organisation Chart



PERSON SPECIFICATION

Post Title: Senior Curator, Americas Collections		
Department: Global Arts, Cultures and Design	Section: N/A Line-Managed by Keeper	
Directorate: Collections	Grade: 3	Hours: 37 (net)

Knowledge	Essential or desirable	Evidence assessed by
A relevant first degree or equivalent experience	Essential	Certificate
Knowledge of relevant external bodies and individuals	Essential	Selection Event/Application
Knowledge of interpretation of collections by different means to a variety of audiences	Essential	Selection Event/Application
Developed knowledge of and enthusiasm about Americas collections.	Essential	Application / Selection Event
Understanding and knowledge of best practice standards in collections management	Essential	Selection Event
Specialist knowledge of North American cultural belongings/collections	Desirable	Application
Relevant Indigenous language knowledge	Desirable	Application
Postgraduate qualification relevant subject or equivalent experience	Desirable	Certificate
Doctoral degree in a relevant discipline or equivalent experience	Desirable	Certificate
Knowledge of potential health & safety issues relevant to the specialist area	Desirable	Selection Event/Application

Skills	Essential or desirable	Evidence assessed by
ICT skills in Microsoft Word, Excel, Outlook and databases	Essential	Application / Certificate

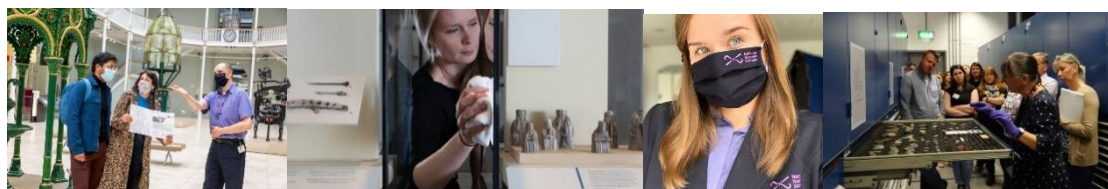
Experience	Essential or desirable	Evidence assessed by
Proven experience with Americas cultural belongings/collections	Essential	Application
Experience of preparing and providing material for public presentations in lectures, exhibitions or publication	Essential	Application / Selection Event
Experience of travelling, living and/or working in the Americas	Essential	Application
Experience of undertaking research with Americas cultural belongings/collections	Essential	Application
Lived cultural experience relevant to Indigenous Americas belongings/collections	Desirable	Application
Experience of project management in collections, exhibitions and research work	Desirable	Application
Experience of working on projects involving other people and inter-disciplinary relationships	Desirable	Application / Selection Event
Experience of preparing and presenting material for public presentation in lectures, exhibitions or publication	Desirable	Application / Selection Event
Experience of database application to museum or similar collections	Desirable	Application
Record of publication in area of specialism	Desirable	Application / Selection Event
Experience of working with volunteers	Desirable	Application / Selection Event

National Museums Scotland has a Competency Framework with six competencies. Individuals for this job are expected to demonstrate competence in all six; these will be assessed from the Application Form, and, if you are invited to attend, at the Selection Event.

Competency	Level	Detail
Building Relationships Works effectively and professionally as part of their team and cooperates with others	3	Develops, establishes and manages collaborations <ul style="list-style-type: none"> Helps others understand other National Museums Scotland roles and functions internally or externally.

<p>across the organisation; collaborates and networks externally for specific outcomes and projects; forms partnerships, nationally and internationally, for mutual benefit</p>		<ul style="list-style-type: none"> • Helps makes connections for people, putting people in touch to facilitate cooperation and collaboration. • Proactively manages the delivery and the expectations of internal and external senior stakeholders, in terms of responsibilities, outputs and outcomes. • Understands conflicting outlooks and demonstrates a willingness to find common ground. • Builds and maintains a strong external network and looks for opportunities for external collaboration and partnership.
<p>Communicating & Engaging</p> <p>Uses interpersonal skills flexibly to communicate, influence, persuade and negotiate to ensure a shared understanding and commitment to act</p>	<p>3</p>	<p>Influences and persuades in complex situations</p> <ul style="list-style-type: none"> • Communicates with credibility and authority presenting a compelling point of view. • Keeps lines of communication open at all times for feedback and exchange. • Considers the needs of National Museums and its staff and stakeholders in determining appropriate communication and channels. • Delivers difficult messages constructively to staff, customers and others when required. • Influences and persuades senior stakeholders and gains commitment of others to
<p>Focusing on your Customers</p> <p>Places the customer at the heart of what we do; engages, listens and responds to deliver excellent service; creates an outstanding experience and supports a culture of service excellence, both internally and externally</p>	<p>3</p>	<p>Manages customer relationships and service levels</p> <ul style="list-style-type: none"> • Proactively finds out what our diverse customers groups want by research, testing and evaluation. • Analyses the customers' needs and takes action to enhance and improve customer service. • Develops and effectively manages a network of existing and potential customers internally or externally. • Ensures customer focused processes, frameworks and systems are in place and operating effectively. • Supports internal customers in meeting the expectations of their customers.
<p>Improving & Innovating</p> <p>Builds personal and organisational capability to think creatively and continuously improve National Museums Scotland, to enable it to excel and lead within the sector</p>	<p>3</p>	<p>Facilitates organisational learning</p> <ul style="list-style-type: none"> • Monitors the external environment for emerging trends and opportunities and shares this information. • Initiates changes which contribute to continuous improvement. • Constructively listens to all ideas and suggestions, feeding them in to planning processes and explains when this is not feasible.

		<ul style="list-style-type: none"> • Positively manages resistance and blocks to change and innovation through engaging with others. • Proactively manages the impact of innovation and change on staff and stakeholders.
<p>Leading & Managing Sets direction and standards to drive individual, team and organisational performance by involving, supporting, developing and enabling staff and others to effectively contribute to the present and the future of National Museums Scotland.</p>	1	<p>Manages tasks and activities</p> <ul style="list-style-type: none"> • Allocates work based on knowledge, skills and available time and resources, providing clear instructions and specifications. • Recognises the achievement and performance of others and gives them credit. • Provides others with regular feedback and coaches in a constructive manner. • Motivates by making people feel valued and important in interactions and by celebrating successes. • Encourages an open, safe and approachable environment by listening and not judging. •
<p>Planning for Success Realistically plans tasks, programmes and projects in consultation with stakeholders and existing resources; making decisions for effective delivery.</p>	2	<p>Develops and Implements plans</p> <ul style="list-style-type: none"> • Develops and implements plans for delivery, building in flexibility to cope with last minute demands. • Takes into consideration the impact of actions and decisions on others and puts in place measures to minimise them. • Consults with relevant stakeholders to ensure the output, the outcome and the plan to meet their needs. • Prioritises own workload to meet conflicting demands. • Thinks ahead to identify potential obstacles and proactively solves issues to minimise the impact on delivery.



General Information – Curator/Senior Curator Americas

Salary

The salary range is £33,511 to £41,785 per annum (pay award pending). Salary on appointment will be subject to qualifications and experience and will normally be within the bottom quarter of the pay range. Pay, including pay progression, is reviewed in negotiation with the recognised trade unions, with an annual settlement date of 1 April. Where an internal candidate successfully applies for a post which is the same grade as their current post, they will transfer to the new post on the same salary with pay progression as normal.

Hours

Normally a working week of 37 hours, excluding lunch breaks. Normal hours of attendance are Monday to Thursday 08:30 to 17:00, Friday 08:30 to 16:30. As an alternative, a flexible working system is in operation. We are happy to talk flexibly about how you might wish to carry out this role. The Keeper of Global Arts, Cultures and Design, Dr John Giblin (j.giblin@nms.ac.uk) is available to discuss with prospective candidates any potential flexible working requirements.

Location

This post is based at the National Museum of Scotland with travel to other Museum sites as required. As part of our hybrid working arrangements, we offer the opportunity to work at home up to two days per week.

Probation

New employees are on probation for a period of six months from date of appointment.

Colleague Benefits

Full details of the range of benefits available to colleagues, including our excellent pension provision, can be found [here](#).

Selection Process

Please contact applications@nms.ac.uk if you would like support in completing your application.

We use a competency-based selection process. If you are invited to a selection event you will be asked to participate in activities that will enable us to assess your performance against our Competency Framework. You'll have the opportunity to let us know about any support or adjustments that will help you take part. Details of our competencies can be found in the Person Specification.

Pre-employment Checks/Eligibility to Work in the UK

Any offer of employment will be made subject to:

- receipt of references which are satisfactory to National Museums Scotland and cover the full three-year period prior to the date of appointment.
- a Basic Disclosure Scotland check, the result of which must be satisfactory to National Museums Scotland. The cost will be refunded.
- completion of a health and wellbeing form, which is satisfactory to National Museums Scotland. We ask you to complete this so that we can put in place any support you need, including reasonable adjustments, during your onboarding and induction periods and your ongoing employment with us.
- Receipt of documentation confirming eligibility to work in the UK.

