

Unleash your potential. Join our graduate programme...

At Civica, we never stand still...

As a market-leading specialist in digital, critical software and outsourcing, we never stand still. So, you won't either! At Civica, every day is different. From new faces and experiences, to opportunities and challenges, it's our people and culture that makes us different. After all, our growth and success over the last 15+ years hasn't been coincidental. It's been down to us attracting, recruiting and retaining, fresh thinking individuals with a passion to make a difference. Individuals just like YOU!

Find us using 'CivicaUK' on...



www.civica.com

"I've learnt a huge amount since joining the graduate programme and I'm excited to be able to continue this learning and development during the rest of my career at Civica."

Chances are we've already met!



Have you ever banked online? Well, we're behind an award-winning online and mobile banking app for none other than the world's largest building society, **Nationwide**.



Our world is full of cars, so all countries need parking officers to patrol the streets, looking for cars parked where they shouldn't be. Civica supplies the software internationally to manage this whole process, including the software used to issue tickets and used by citizens to pay fines and buy permits.



Over recent years you've no doubt come to rely upon your local convenience store to provide those student essentials. Chances are, if your 'local' was a **Co-op**, then it's been thanks to our fleet management software that you've been able to get what you need, when you needed it!

"I'd recommend the programme to anyone looking for a rewarding environment of continuous professional development and opportunity."

Kick-start a successful career with Civica

IT or not IT? That's the question...

As a member of our IT community at the very heart of our business, you'll be exposed to exciting, agile and innovative ways of working - from programme design and upgrades, to product testing, software development and support.

Here's just some of the IT roles available:

- ▶ Software tester
- ▶ Software engineer
- ▶ IT support
- ▶ Business analyst.

Sales

In a business development role, you'll get to promote the strengths and successes of our products and services to ensure the future success of our global business.

Our graduate programme

Our two year Graduate Scheme helps develop people who are passionate about and show great potential in their chosen field. We'll help you discover where your expertise lie by combining formal learning with real life challenges. Your on the job learning will also be complemented by a series of formal training events delivered by the Civica Academy, seeking to develop your interpersonal skills.

The secret to your success

Passion. That's our secret. We employ the most talented, qualified and experienced graduates, all of whom exhibit professionalism, consistency and integrity in everything they do. We promise that the only career limitation will be your own ambition!

Commitment. Our people and their commitment to do well for customers, colleagues and communities, is a defining characteristic of Civica.

A degree. To apply for one of our graduate programmes you must have a degree, preferably relevant to the path you're looking to take, ideally with a 2:1 or above.

Excellent communication skills, a proven ability to work as a team and great interpersonal skills count. We'll also be looking for you to be self-motivated and work on your own initiative. At Civica we embrace diversity and appreciate individuality, so don't forget to tell us about your passions and adventures!



How does it work?



1.

Induction

Your prospective manager will invite you into the office to meet your buddy and colleagues before you officially join us. You'll receive a 3 month on and offline induction, packed full of opportunities for you to get to grips with the Civica Group, your role and your team. You'll also be invited to one of our national First Impressions Welcome Days.

2.

On the job training

We want you to be comfortable, 'hit the ground running' and unleash your potential to become an invaluable member of our team. So, during your first few weeks, you'll receive an on the job training schedule which includes training, targets, additional responsibilities and new projects. You'll be working on, to support and encourage you along the way.

3.

The Civica Academy

Our global learning and development programmes are built around our values - **Knowledge, Integrity and Action**. Once you've settled into your role, you'll be enrolled on our coaching programme and assigned a dedicated coach from another area of the business. Your coach will develop a high performing learning environment that will enable you to explore your creativity, boost your knowledge and give you greater understanding of the wider Civica Group.

4.

Project work

To broaden your skills and have the opportunity to network with the wider Group, you'll be assigned to a variety of internal projects as part of your on the job training. This will be closely monitored by your coach and is your opportunity to develop your skill set and fuel your personal development.

5.

Further development

You'll have the opportunity to engage with your manager in regular 1:1 meetings and review your development. Dependent on the requirements of your role, external and technical training may also be available along with a 360° review. We'll ensure that your achievements are recognised, your feedback is heard, and of course, that your career never stands still.

We're big on benefits!

At the heart of everything we do at Civica is our people - you, and we're committed to investing in your future. Here's j you can expect:

- ▶ **A competitive salary**
- ▶ **Regular performance reviews and 1:1s**
- ▶ **Pension scheme**
- ▶ **Life assurance & critical illness cover**
- ▶ **Income protection.**
- ▶ **25 days holiday per annum plus a 'Donate-a-Day' to support a charity of your choice.**
- ▶ **An internal rewards system for going the extra mile - 1 point = £1.00.**
- ▶ **A full induction programme and training provided through the Civica Academy, together with mentoring and coaching to aid your career development.**

Want to join us? Here's how...



Stage one:

Express your interest

Either via our website or apply directly to one of our graduate advertisements on the main job boards or through our LinkedIn page.

Stage two:

Phone call

We'll make initial contact by arranging a quick call so we can discuss your application in more detail and find out a bit more about you!



Stage three:

First stage interview

Once we've made initial contact and established your suitability for the role, your recruiting manager will invite you for an interview which will include some competency based questions. Depending on the role, we may also ask you to complete a technical or psychometric test and attend an assessment day.

Stage four:

Follow up interview

We'll invite you to a follow up interview with a member of our Senior Management Team.

Stage five:

Offer - you're hired!

If all goes well and there's a place for you in one of our teams, you'll receive an offer which will contain details of a pre-start visit so you can meet the team and discuss your next steps before you start.

CIVICA
Transforming the way you work

Horizons

Unleash your potential

