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!

At Civica, we never stand still...

Chances are we’ve already met!

The secret to your success
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.

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

A competitive salary
Regular performance reviews and 1:1s
Pension scheme
Life assurance & critical illness cover
Income protection.

You'll also receive a competitive, flexible benefits package which includes private healthcare cover, cycle to work scheme, discounted gym membership, and an employee voluntary discounts scheme - from high street discount vouchers to money off your home emergency cover, Tastecard, give as you earn and more.

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.

How does it work?

1. 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.

2. 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!

3. 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.

4. Stage four: Follow up interview
   - We'll invite you to a follow up interview with a member of our Senior Management Team.

5. 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.

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.

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.

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.