

# Unleash your potential. Join our early careers programme...

## At Civica, we never stand still...

As a global leader in public sector software 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 20+ years hasn't been coincidental. It's been down to us attracting, recruiting and retaining, innovative individuals with a passion to make a difference. Individuals just like YOU!

Find us using 'Civica' on...



[www.civica.com](http://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...

Here's just some of the graduate roles available:

- Software tester
- Software engineers
- Business analysts
- Consultants
- Assistant accountants
- Project co-ordinator.

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 some of our other non-IT early career roles:

- Sales
- Project Management
- Central function support (HR, Marketing and Commercial)
- Consultancy
- Business administration

### Our early careers programme

Our two year early careers programme 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.

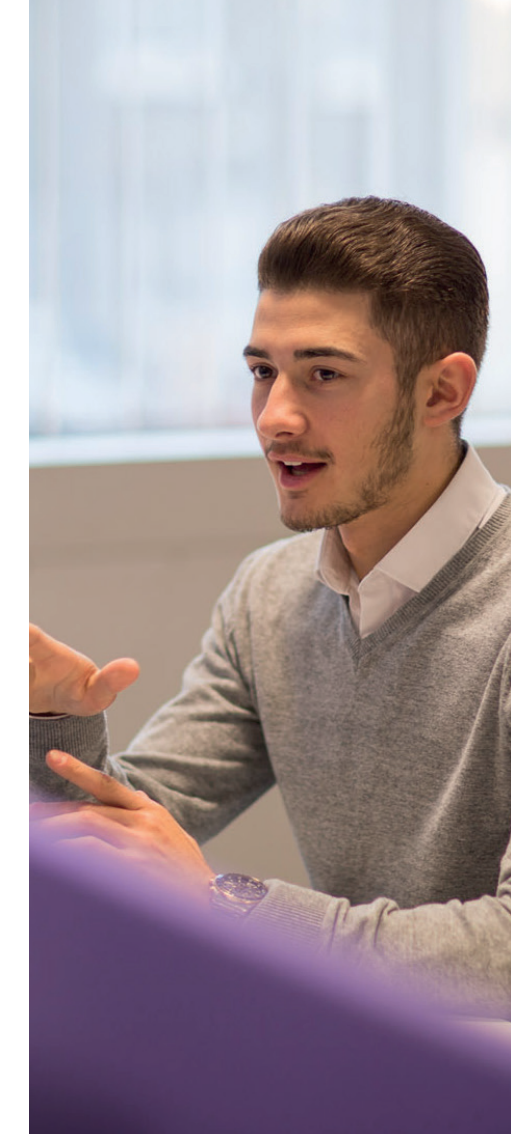
## The secret to your success

**Passion.** That's our secret. We employ talented, motivated and enthusiastic individuals, all of whom exhibit professionalism, consistency and integrity in everything they do.

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

**Qualifications.** To apply for one of our graduate programmes you must have a degree, preferably relevant to the path you're looking to take. To apply for one of our apprenticeship programmes, you must be able to evidence your GCSE grades.

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

You'll receive a comprehensive induction to company and be allocated a Buddy and Professional mentor from our leadership teams, from Week 1.

2.

### Role specific training

You will be allocated to projects that have real business-impact and will quickly develop your skills in a range of areas from communication and influencing, to technical proficiency.



3.

### The Civica Academy

You'll be enrolled onto our dedicated Horizons development journey, designed with you in mind and built around our values - knowledge, integrity and action. This journey will enable you to reach your full potential with a combination of formal, self-directed and social learning over your first two years. You'll be assigned a dedicated coach,



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 leader and mentor and is your opportunity to develop your skillset and fuel your personal development.

You'll also be invited to join an innovation project to utilize your creativity for our customers.



5.

### Further development

You'll have the opportunity to engage with your leader in regular 1:1 meetings and review your development. Dependent on the requirements of your role, external and technical training may also be available. 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 what you can expect:

- **A competitive salary**
- **Regular performance reviews and 1:1s**
- **Hybrid and flexible work arrangements**
- **Modern offices**
- **Giving culture - we encourage you to "give back" with benefits such as our Donate-a-Day leave where you can volunteer for a charity of your choice.**

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



### Stage one:

#### Express your interest

Apply to one or more, of our graduate roles.

### 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:

#### Assessment Centre

Once we've made initial contact and established your suitability for the role, the recruitment advisor will invite you to participate in our Assessment Centre. Depending on the role, we may also ask you to complete a technical or psychometric test.



### Stage four:

#### Offer - you're hired!

If all goes well, you'll receive an offer to join our October 2023 Graduate intake.



CIVICA

Horizons

Unleash your potential

