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Year in Industry (Computer Science/Software Engineering or equivalent degree students one year work placement)

Driver and Vehicle Licensing Agency

Apply before 11:55 pm on Sunday 9th March 2025



Driver & Vehicle
Licensing
Agency

Reference number

390780

Salary

£25,159

A Civil Service Pension with an employer contribution of 28.97%

Job grade

Administrative Officer

Contract type

Fixed term

Length of employment

Up to 12 months (September 2025 - August 2026)

Business area

DVLA - Information Technology Services

Type of role

Digital
Information Technology

Working pattern

Flexible working, Full-time

Number of jobs available

2

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Location

Swansea

About the job

Job summary

You are in your second year of University.

You are studying a Computer Science/Software Engineering or equivalent degree.

You are seeking a one-year placement to start in September 2025.

You want your placement to be with an award-winning leader in digital transformation.

Job description

The Year in Industry Graduate Placement is a role within multiple Information Technology Services (ITS) Technical Areas. The role will be an entry level into Software Engineering and is aligned to the Trainee Engineer role which undertakes the development and support of Driver and Vehicle Licensing Agency's (DVLA s) applications both internal and public/customer facing and infrastructure both on premise and cloud.

Responsibilities

Your responsibilities will include but will not be limited to:

Working on technical implementation of applications and infrastructure.
On larger projects, working within a technical framework of the project to meet customer requirements.

Using both recognised and/or specialist programming languages and technologies.

Developing, testing, and supporting of developed systems.

System support for all environments including production.

Continuous Improvement and defect resolution.

Supporting the creation of standardised documentation. Developing skills and understanding of the DVLA tech estate.

We will place students into different technical areas.

For further information about the role please see the attached role profile.

Would you like to find out more about the role, the digital team and what it is like to work at DVLA? If so, we are organising a familiarisation session where you can virtually 'meet the team' on Wednesday 5th March 2025 at 12:00pm.

Please click [here](#) to book on.

Additional Information

Great line management is important to us as an organisation, and we will equip and support line managers to develop the skills set out in the [Civil Service Line Management Standards](#). We aim to empower line managers to create teams where people can flourish and deliver excellent outcomes for the public.

Person specification

You will be studying a Computer Science/Software Engineering or equivalent degree with a one-year industrial placement to start in September 2025.

We are looking for enthusiastic, organised, technically minded individuals, who can work well as part of a team, manage and prioritise tasks effectively under pressure and organise their work.

You must be able to start on Wednesday 3rd September 2025.

Working for the DVLA Digital Team

At DVLA, licensing is just the start. Every project you implement, touch and deliver has a ripple effect that will wash across the nation. Here the work you're doing has the capacity to change the way 50 million people interact with our services. As we aim to keep our roads some of the safest in the world, our innovative, transformative digital-led services help optimise a nation of individuals and business every single day.

To understand more about the great opportunities and benefits of working at DVLA read our [Career Stories blogs](#).

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Due to the evolving nature of the business, vacancies can become available at any time. Therefore, this campaign may create a reserve list to fulfil demand if it arises which will be held for a period of 9 months.

Qualifications

Studying towards a BSc/MSc Computer Science/Software Engineering or equivalent degree with a one year placement.

International students holding a Student Visa need to be enrolled on a course with a compulsory year work placement.

Behaviours

We'll assess you against these behaviours during the selection process:

Delivering at Pace

Changing and Improving

Technical skills

We'll assess you against these technical skills during the selection process:

SFIA Framework - Programming / Software Development (PROG) - Level 2

SFIA Framework - Security Administration (SCAD) - Level 4

SFIA Framework - Technical Specialism - (TECH) Level 4

Benefits

Alongside your salary of £25,159, Driver and Vehicle Licensing Agency contributes £7,288 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

Passionate, reliable and always willing to push yourself and those around you, you'll continue to seek improvement in your own role and challenge us too. Because we pride ourselves on how we approach your development. From training courses to specialist skills workshops and opportunities to grow your expertise, we thrive when you thrive. You can find out more about all of the above [here](#) alongside a full list of our benefits:

- Best in class learning and development tailored to your role

- An environment with flexible working options where we encourage a great work-life balance

- A culture encouraging inclusion and diversity with a range of staff communities to support all our colleagues

- Generous employer contribution of 28.97%, depending on chosen pension scheme

- Digital communities with clear career frameworks

- On-site gym plus personal training available (membership applies)

- On-site nursery, restaurants and coffee bar

- 25 days holiday (plus bank holidays), increasing by 1 each year (up to 30) & 1 extra day for the King's birthday

- Free parking

- A hybrid office/home based working model where staff will spend a minimum of 60% of their time in the office over a month, with flexibility dependent on balancing business and individual need.

There are many more opportunities and great benefits of working at DVLA, visit our [Careers website](#) for further information.

Things you need to know

Selection process details

This vacancy is using [Success Profiles \(opens in a new window\)](#), and will assess your Behaviours, Experience and Technical skills.

How to Apply

For this role you will need to submit a personal statement of up to 750 words.

For your personal statement, please provide detailed evidence of your experience of the following essential criteria:

Your current exposure to Software Engineering and what you are hoping to gain during your Year in Industry placement. Please consider: any learning undertaken on your course or in your own time; what things interest you in this field; your aspirations and how will Year in Industry help you reach your career goals. (250 words).

A time when you have faced a difficult challenge and explain what you learnt from it. Please consider: What the challenge was and how you overcame it? Could you have done anything differently? (250 words).

A time when you have enjoyed working with others and working as part of a team. Please consider: What the task was and what part you played? (250 words).

Within your personal statement, can you please also state the degree you are currently studying.

[Click here](#) for further guidance on writing a personal statement.

The sift is due to take place on Monday 10th March 2025.

Interviews will be held week commencing Monday 24th March 2025.

This interview will be conducted on site at DVLA, Swansea. Further details of which will be provided to you should you be selected for interview.

We will try to meet the dates set out in the advert. There may be occasions when these dates will change. You will be provided with sufficient notice of the confirmed dates.

If invited to interview, this may consist of a range of question types. These could include questions around behaviours and how you would respond in any situation as well as specific examples of things you have done.

The selection process will be designed specifically for the role. As a result, your assessment will include:

An interview.

The Department for Transport alongside other Government Departments recruit using Success Profiles. This means for each role we consider what you will need to demonstrate in order to be successful. This gives us the best possible chance of finding the right person for the job, drives up performance and improves diversity and inclusivity.

For further information on Success Profiles visit our [Careers website](#).

Please take note that DVLA does not hold a UK Visa & Immigration (UKVI) Skilled Worker License sponsor and are unable to sponsor any individuals for Skilled Worker Sponsorship.

If your application is successful but you have been dismissed from the Civil Service within the last 12 months, your application could be removed at the pre-employment checking stage.

This role is full time only. Applicants who wish to work an alternative pattern are welcome to apply however your preferred working pattern may not be available and you should discuss this with the vacancy holder before applying.

This post is offered on a Fixed Term Appointment (FTA) basis to complete a finite piece of work.

For permanent Civil Servants, this role is only available on loan, so you must have your home departments approval to return to them at the end of the loan before you apply. There is no opportunity for a permanent Civil Servant to take on this role as a fixed term appointment. OGD applicants will be

appointed on an inward loan and subject to the terms of the agreed inward loan. Internal candidates will return to their previous post at the end of the loan period, which will need to be agreed with your line manager in advance.

If you're employed by a non-departmental public body (NDPB) by moving jobs this will involve a change of employer and you may break the statutory rules on [continuity of employment](#).

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [security check](#). To allow for meaningful checks to be carried out, candidates will be required to have at least 5 years continuous residency in the UK. All applicants for this role must ensure that they meet this minimum residency requirement - if you do not, your application will be withdrawn.

Use of Artificial Intelligence (AI)

You must ensure that any evidence submitted as part of your application or used during interview is truthful and factually accurate. Applications may be rejected if plagiarism is detected. Examples of plagiarism can include presenting the ideas and experiences of others, or concepts generated by artificial intelligence, as your own.

View our guidelines [here](#).

Reasonable Adjustments

As a Disability Confident Leader employer, we are committed to ensuring that the recruitment process is fair, accessible and allows all candidates to perform at their best. If a person with a visible or non-visible disability is substantially disadvantaged, we have a duty to make reasonable changes to our processes.

Complete the Assistance required section in the Additional requirements page of your application form to tell us what changes or help you might need during the recruitment process. For instance, you may need wheelchair access at an interview, or if you're deaf, a Language Service Professional.

If you need a reasonable adjustment so that you can complete your application, you should contact Government Recruitment Service via

dftrecruitment.grs@cabinetoffice.gov.uk as soon as possible before the closing date to discuss your needs.

Document Accessibility

If you are experiencing accessibility problems with any attachments on this advert, please contact the email address in the 'Contact point for applicants' section.

This job advert contains links to the [DfT Careers website](#). Our website provides useful guidance and information that can support you during the application process. If you cannot access the information on our website for any reason, please email DRGComms@dft.gov.uk for assistance.

Further Information

For more information about how we hire, and for useful tips on submitting your application for this role, visit the [How We Hire](#) page of our DfT Careers website. You can find detailed information about the recruitment process and what to expect when applying for a role.

Pre-employment Checking

Applicants who are successful at interview will be, as part of pre-employment screening, subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant's details held on the IFD will be refused employment.

A candidate is not eligible to apply for a role within the Civil Service if the application is made within a 5-year period following a dismissal for carrying out internal fraud against government.

For further information on National Security Vetting please visit the following page <https://www.gov.uk/government/publications/demystifying-vetting>

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must undergo a criminal record check.

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [security check \(opens in a new window\)](#).

[See our vetting charter \(opens in a new window\)](#).

People working with government assets must complete [baseline personnel security standard \(opens in new window\)](#) checks.

Nationality requirements

This job is broadly open to the following groups:

UK nationals

nationals of the Republic of Ireland

nationals of Commonwealth countries who have the right to work in the UK

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\) \(opens in a new window\)](#)

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)

individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020

Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

[Further information on nationality requirements \(opens in a new window\)](#)

Working for the Civil Service

The [Civil Service Code \(opens in a new window\)](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles \(opens in a new window\)](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

Diversity and Inclusion

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan \(opens in a new window\)](#) and the [Civil Service Diversity and Inclusion Strategy \(opens in a new window\)](#).

Apply and further information

This vacancy is part of the [Great Place to Work for Veterans \(opens in a new window\)](#) initiative.

The Civil Service welcomes applications from people who have recently left prison or have an unspent conviction. [Read more about prison leaver recruitment \(opens in new window\)](#).

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : ITS Recruitment

Email : ITSRecruitment@dvla.gov.uk

Recruitment team

Email : dftrecruitment.grs@cabinetoffice.gov.uk

Further information

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, in the first instance, you should contact Government Recruitment Services via email: dftrecruitment.grs@cabinetoffice.gov.uk If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission: Click here (<https://civilservicecommission.independent.gov.uk/>) to visit Civil Service Commission

