



Vehicle  
Certification  
Agency

## *The key benefits of working for VCA*

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# Welcome to VCA

Opportunities to make a real difference don't come along every day but a career with VCA offers the potential to do just that.

VCA is an Agency of the UK Department for Transport responsible for the testing and certification of new vehicles to given environmental and safety standards.

Our HQ is in Bristol, with an office and test facilities on the MIRA site at Nuneaton and an office at the Millbrook Proving Ground near Milton Keynes and in Leatherhead. To service an increasingly global automotive industry, VCA has offices in the US, Japan, China, India, Italy and Australia. The global nature of our work means that there are opportunities for staff to travel abroad as well as potential for secondments.

VCA has a reputation for providing services of the highest quality and our certification is accepted elsewhere without question. Our staff are clearly central to this and we pride ourselves that following the appropriate training, they are considered to be specialists in the field.

## A career with Us

We currently employ staff in a variety of administrative, engineering, auditing and specialist roles throughout our offices.

We are able to offer the following pay and non-pay benefits:

### Salary

Starting salaries will vary depending on the role applied for and full details are provided with the job description. Overtime / TOIL (time of in Lieu) is available for staff working over their conditioned hours.

### Bonus

Our bonus arrangements provide staff with recognition and reward for delivery of outstanding contribution. These bonuses are delivered via the local recognition awards.

### Hours of Work

Full-time employees will normally work a 5-day week of 37 hours (excluding lunch breaks). Flexitime arrangements apply to most roles in VCA Headquarters in Bristol. VCA will give consideration to requests to work from home and Flexible working on a case by case basis

### Leave

Employees are entitled to 25 days' paid leave per year. This will increase by 1 day for each year in the civil service up to a maximum of 30 days and receive 9 days' public and privilege holidays per year. This allowance is calculated on a pro-rata basis for part time staff.

Our benefits include maternity, adoption or shared parental leave of up to 26 weeks full pay followed by 13 weeks of statutory pay and a further 13 weeks unpaid, and paternity leave of 2 weeks full pay.'

**Special Leave** can be provided at VCA's discretion for such matters as domestic distress, bereavement, jury service etc.

## Pensions

Employees are able to join ALPHA, A partnership pension account, a stakeholder pension with an employer contribution based on your age. You do not have to contribute, but if you do we will also match your contributions up to 3% of pensionable pay.

## Learning and Development

We are committed to ensuring that our staff have the knowledge and skills to carry out their work and to providing learning and development opportunities to all of our staff.

## Childcare Voucher Scheme

We operate a “salary sacrifice” scheme for childcare vouchers. This allows employees to exchange part of their salary per month for childcare vouchers, which are exempt from income tax and national insurance contributions.

## Employee Assistance Programme (EAP)

We offer staff an employee assistance programme. This service provides you and your close family direct access to a team of specialists and counsellors, geared up to help tackle a whole range of practical and emotional issues. The EAP free phone number operates 24 hours a day, 7 days a week.

## Overseas travel and secondments

Our Auditors and Engineers regularly work overseas visiting our clients premises around the world. VCA's type approval engineers in the UK are provided with regular opportunities to work either short term or long-term secondments overseas.

## Other

If you are a member of a job related professional body the Agency may pay the annual subscription fee on your behalf.

VCA will fund an eyesight test for you if you are required to use VDU equipment as part of your normal work and will fund single lens spectacles with a basic frame if required specifically for VDU use.

VCA currently operates a cycle purchase scheme. The scheme allows you to benefit from income tax and NI relief through a salary sacrifice arrangement when a bicycle and related equipment is purchased through this scheme.

VCA can also assist with the purchase of Travel Season Tickets.

## Equal Opportunities

We are an Equal Opportunities Employer. Our staff are entitled to receive fair and equal treatment in all areas of their working life, irrespective of your race, ethnic or national origin, age, religion or belief, sex, gender identity, marital status, disability, sexual orientation, working pattern, employment status, caring responsibility or trade union membership.



INVESTOR IN PEOPLE

