



## Flexible working

We understand the importance of work-life balance at DVLA and we have a few different options that allow you to work flexibly. Most of our jobs; part-time working, job sharing, term time working and staggered hours include 'flexi time' allowing you to pursue your interests outside of work. Career breaks and volunteering for charities are also an option for all staff.

## Your personal development

DVLA will support you in reaching your full potential, offering rewarding and challenging jobs, training plans and ongoing development opportunities. There are mentoring and coaching networks that can advance your knowledge and skills within the agency, alongside online learning, face to face courses, and our own Open Resource Centre showing inspiring TED talks and reading material for your development.

## Rewarding great performance

DVLA feel it is important to recognise excellent performance and reward staff that have a positive contribution to the work of the agency. Ways of rewarding our staff are certificates, performance bonuses, high street shopping vouchers and annual pay reviews.

Driver and Vehicle Licensing Agency (DVLA)  
Longview Road  
Morrison  
Swansea  
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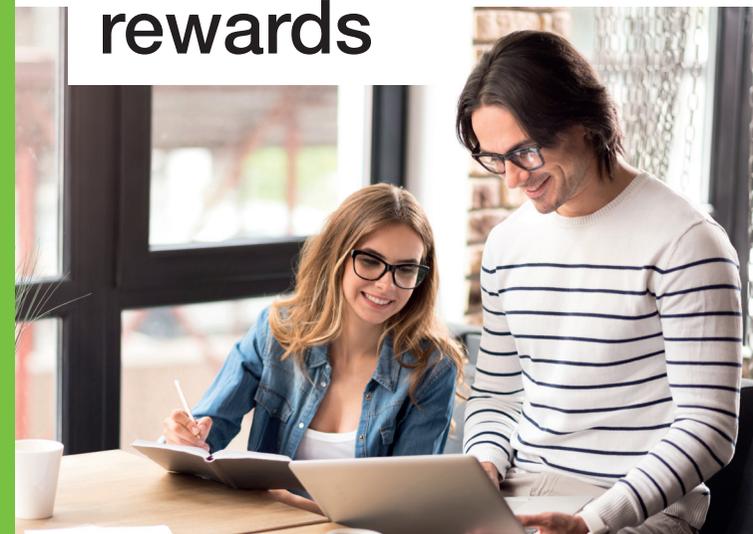
This publication is also available on our website at [www.dvla.gov.uk](http://www.dvla.gov.uk)

Any enquiries regarding this publication should be sent to us at HR, DVLA, Longview Road, Morrison, Swansea SA6 7JL



Driver & Vehicle  
Licensing  
Agency

# DVLA rewards



At DVLA we take care of our people and offer a range of benefits

Simpler | Better | Safer



INVESTORS  
IN PEOPLE

Silver  
Until 2019

INF286/2  
10/18



- There is free on-site parking and a **local free park and ride**.
  - We work with parents who are full time, part time or shift workers to provide easy-to-access, high quality **on-site childcare** with wrap around services and out of hours care for older children.
  - We have a **diverse workforce** and staff groups to support colleagues from BAME (Black, Asian and Minority Ethnic), LGBT (Lesbian, Gay, Bisexual and Transgender) communities, staff with disabilities, Armed Service Veterans, a Christian group, a group looking at gender issues and a carers network.
  - We have an on-site **gym** and multiple **restaurants** and **cafes** across the DVLA.
  - We vote for a **charity of choice** each year and encourage everyone to fundraise.
  - We support employee wellbeing and offer trailblazing programmes of wellbeing events and initiatives. We offer a comprehensive **occupational health** and **employee assistance** provision and supportive policies such as flexible working, leave and attendance management.
  - We have a free telephone based **Employee Assistance Programme** available 24 hours a day, 7 days a week. This offers confidential, independent and unbiased information and guidance on a range of personal or work related issues and a free counselling service.
  - To **settle** in to life at DVLA you can get 50% of your salary early for up to three months. We also offer an opportunity to **advance** up to 50% of your December salary.
  - You will get 25 days **leave** (excluding bank holidays), rising by one day each year up to 30 days pro-rata and a day's leave to celebrate the Queen's official birthday in June.
  - You can buy or sell up to five days **annual leave** once a year in exchange for salary.
  - We have 25, 35 and 45 year **Long Service Awards** rewarding you with high street vouchers to thank you for your dedication to the agency.
  - We review salary annually and work with you to set clear objectives for annual bonuses.
  - We offer great **pension** options for your retirement.
  - You can pay for a season ticket to travel to work by public transport interest free from your salary.
  - We offer an advance of salary to **purchase a bicycle** and use of changing rooms, showers and bicycle sheds.
  - Following qualifying service you can get 52 weeks **maternity** leave, two weeks paid **paternity** leave and **shared parental** leave of 50 weeks.
  - You can get paid and unpaid **special leave** to allow you to deal with your personal life.
  - You can get a free **eyesight test and glasses** depending on your job.
  - Access to 'My lifestyle' discount portal.
- DVLA have access to many professional bodies such as the **Chartered Institute of Personnel and Development (CIPD)** and the **Chartered Institute of Procurement and Supply (CIPS)**. We offer paid subscription and support for staff to study and achieve membership.
  - There is access to e-learning and classroom training courses through **Civil Service Learning**.