CACI IIG – Candidate Pack

Who We are & What We Do:

Founded in 2006, CACI IIG is an exciting, growing, and progressive business unit within CACI UK. We currently have around 250 intelligent, professional, and engaging staff. Through a rigorous emphasis on quality, the company has grown considerably to become one of the UK's most well-respected Software Engineering Companies.

CACI IIG support government departments to use information intelligently to make mission critical decisions and advance the security, sustainability, and prosperity for the UK.

We provide technical consulting and software delivery expertise to provide innovative solutions to unique and complex problems in the operational data and information sharing and exploitation 'space'

Our core discipline is software engineering, using a broad range of contemporary technologies and an agile delivery approach
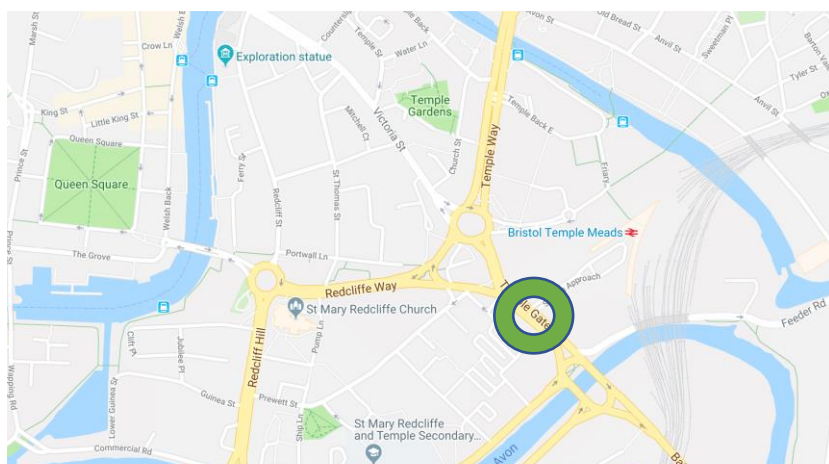
We work with our clients to

- Properly understand their objectives
- Shape and refine an appropriate technology response
- Iteratively build, deploy, and sometimes host a solution

Office Location:

Bristol - City Point, 1 Temple Gate, Redcliffe, Bristol BS1 6PL
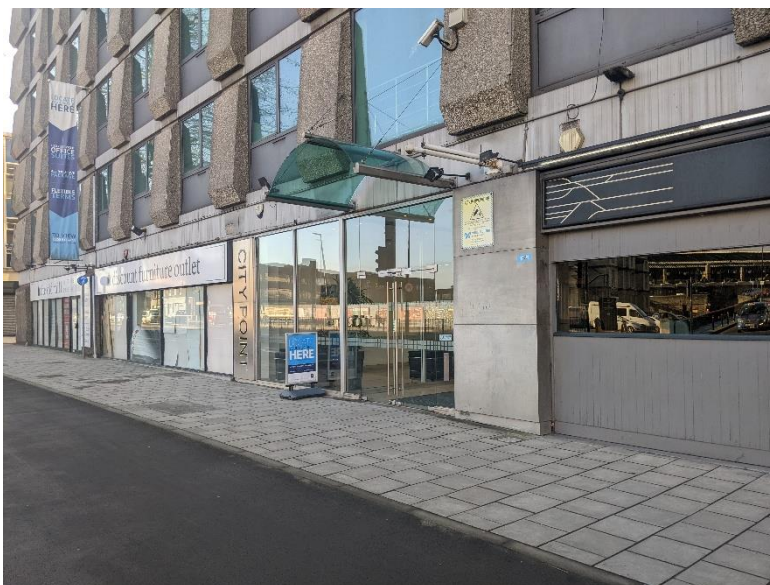
How to get to CACI IIG Bristol

By Car:

Leave the M4 at junction 19, then at the roundabout take the 2nd exit onto the M32, Bristol
Continue onto Newfoundland St/A4032 in City of Bristol
Continue to follow A4032
Slight left onto Temple Way/A4044
Continue to follow A4044
At Temple Circus Gyratory, take the 2nd exit onto Temple Gate/A4
At Bath Bridge Roundabout, take the 3rd exit onto Clarence Rd/A370
Turn right onto Chatterton St
Turn left onto Chatterton Sq
Temple Gate car park will be on your right.

Details
Type: multi-storey
Spaces: 45
Electric vehicle charging points: 4 bays on ground floor
Maximum stay: no limit
Height Restrictions
Ground floor Pay & Display: 2.266m/7ft4inch
Inside the Pay & Display area towards the rear of the car park: 1.93m/6ft4inch
How to Pay

Pay & Display with cash, card or RingGo

Opening Times and Prices

Every day, 8am to 6pm, up to:
1 hour: £1.50
2 hours: £2.50
3 hours: £3.50
4 hours: £5.50
Over 4 hours: £12
Evening, 6pm to 12midnight: £3.00

Overnight, 6pm to 9am: £4.50

<u>By Train:</u>

We are directly opposite Bristol Temple Meads train station across the road and on the left-hand-side of The Sidings. The building has a silver fascia with 'CityPoint' written vertically on the left-hand side.

<u>Diversity and Inclusion:</u>

CACI is an equal opportunities employer. We embrace diversity and are committed to a working environment where no one will be treated less favourably on the grounds of their sex, race, disability, sexual orientation religion, belief, or age.

Due to the industries we work in, we require all our team to be able to obtain security clearance. To qualify for this, you must be a Current UK Passport Holder and have lived permanently in the UK for the last 5 years.

D&I CHARTER

- Action
  - We want to make sure that whatever problem or opportunity we were considering we acted rather than endlessly talking it through.
- Communication
  - Once a month a member of the team posts in the company wide Teams channel with something D&I related – can be anything that member is interested in
  - We closely follow the wider corporate calendar and anything that isn't covered by them we collate an email to IIG with some information – e.g. a "FAQs you're too afraid to ask" email on LGBTQ+ History Month 2021
- Recruitment
  - All those involved in recruitment have undertaken unconscious bias training
  - We ask our external recruiters for their D&I policy and have use recruitment agencies which aim to target improving diversity and inclusion.
- Networks
  - We have set up a framework for Staff Networks and we've had enough engagement so far to create one – Women In Tech.
  - In order to increase engagement we have been looking at the characteristics of our staff and may suggest some networks be created and ask for specific volunteers to head them. This would be a more direct approach than the current employee-lead focus.
- Data
  - We began plans to organise a data survey which was then noticed by the wider company. They took the reins and contacted an external organisation who ran a companywide survey which included questions relating to personal characteristics and background to measure diversity, as well as more subjective questions about the inclusiveness of CACI. The results of this survey have set our goals for 2022.
  - We are pushing to get this survey completed once every 2-5 years in order to track our progress.

- Careers
  - CACI IIG have completed an IIG specific gender pay review as well as pushing the CACI HR department to commit to collecting ethnicity data from employees so that an ethnicity pay gap can be generated.
- Training
  - Various members of IIG have completed training in lots of different areas, namely:
    - Racism and mental health training for the D&I group
    - Unconscious bias training for everyone in recruitment
    - Neurodiversity and autism training for a mixed group including those in recruitment, SLT and the D&I group
- Transparency
  - We have a Sharepoint page which we are in the process of updating with all the work we are undertaking
  - We also have written meeting minutes which are available on request

Through these points, we want to drive genuine change that is both quantifiable and qualifiable.
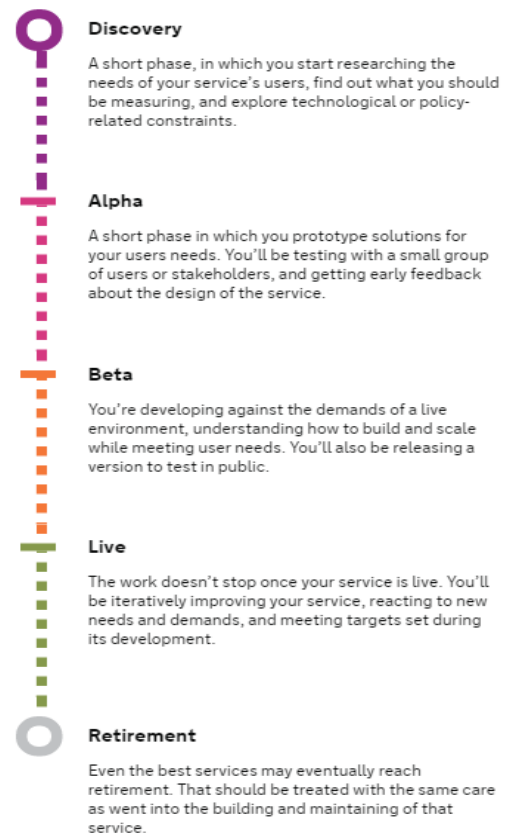
Our Functions and Streams

Pre-project technical and business consulting (typically on customer site)

- Business analysis
- Systems engineering
- Enterprise architecture

Disciplined agile delivery (often, but not always, from our office)

- Agile delivery leadership/management
- Solutions architecture
- Software engineering
- UX design
- Test

Discovery

A short phase, in which you start researching the needs of your service's users, find out what you should be measuring, and explore technological or policy-related constraints.

Alpha

A short phase in which you prototype solutions for your users needs. You'll be testing with a small group of users or stakeholders, and getting early feedback about the design of the service.

Beta

You're developing against the demands of a live environment, understanding how to build and scale while meeting user needs. You'll also be releasing a version to test in public.

Live

The work doesn't stop once your service is live. You'll be iteratively improving your service, reacting to new needs and demands, and meeting targets set during its development.

Retirement

Even the best services may eventually reach retirement. That should be treated with the same care as went into the building and maintaining of that service.

Definition of Agile

Agile is a <u>mindset</u>. It is a way of thinking that helps us solve problems, build the best software and work as a team.

Agile is defined within the Agile manifesto as the set of values;

1. Individuals and interactions over processes and tools
2. Working software over comprehensive documentation
3. Customer collaboration over contract negotiation
4. Responding to change over following a plan

The manifesto also defines <u>12 principles</u> which embody the 4 values.

Principles behind the Agile Manifesto

We follow these principles:

1. Our highest priority is to satisfy the customer through early and continuous delivery of valuable software.
2. Welcome changing requirements, even late in development. Agile processes harness change for the customer's competitive advantage.
3. Deliver working software frequently, from a couple of weeks to a couple of months, with a preference to the shorter timescale.
4. Business people and developers must work together daily throughout the project.
5. Build projects around motivated individuals. Give them the environment and support they need, and trust them to get the job done.
6. The most efficient and effective method of conveying information to and within a development team is face-to-face conversation.
7. Working software is the primary measure of progress.
8. Agile processes promote sustainable development. The sponsors, developers, and users should be able to maintain a constant pace indefinitely.
9. Continuous attention to technical excellence and good design enhances agility.
10. Simplicity--the art of maximizing the amount of work not done--is essential.
11. The best architectures, requirements, and designs emerge from self-organizing teams.
12. At regular intervals, the team reflects on how to become more effective, then tunes and adjusts its behaviour accordingly.

That is the full definition of agile. 4 values, 12 principles. If we act and make decisions in a way that matches these values, then we are being agile.
Practices and the things we do can be called agile if they embody the agile mindset. The term agile is often misused and added to practices that do not or have not been implemented using the agile mindset.

There are lots of frameworks that define practices that tell you ways to do agile. Scrum is the most well-known and describes a way a team can work together. Kanban is another that describes tools that can help.
These frameworks will help you do agile, but make sure you use them with the mindset, as they may not be positive things to do depending on your situation.

How CACI IIG use Agile

Teams and projects in CACI work in different ways to support our different customers and situations, not all of which are agile. CACI looked to promote the agile way of thinking to help teams continuously learn and adapt to situations. This helps us delight our customers.

Links:
https://agilemanifesto.org/
https://agilemanifesto.org/principles.html
https://scrumguides.org/scrum-guide.html
https://www.icagile.com/the-agile-mindset

Office Perks

We want our IIG offices to feel as comfortable and welcoming as possible, with plenty of free beverages and treats to go around. If you are working in the office, please help yourself to...

- Nespresso coffee and syrups
- Wide selection of herbal and ordinary tea
- Weekly local fruit box
- Squash and soft drinks
- Freddos
- Beer and cider (only on Friday afternoons)
- Showers
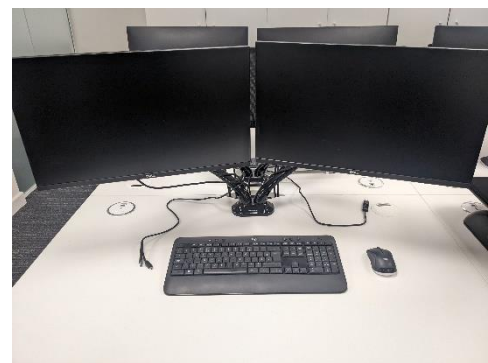
People Management and Time Booking Systems

CHRIS is our HR system that supports a sufficient onboarding process and provides all our people with a smooth people management system experience. The system is our single, secure source of truth for all employee information.

You will use CHRIS to update your personal details.

We use a timesheet system called NetSuite for all our time bookings and annual leave requests. You will have an intro to NetSuite during your first week at IIG.

If you are unwell for any reason, please let a member of the Ops Team know as soon as possible.

You will be set-up with an account on Clear Review to assist the planning of your Check-Ins. On Clear Review you can also track actions and objectives, give, and receive feedback and apply for promotion.

Pay Reviews and Bonuses

Our Annual Pay Review takes place in October, and the SLT will work with Project Leads, OCTO, and our community of Career Coaches to discuss everyone's performance to make a full appraisal.

We also pay an Annual Performance-Related Bonus to all IIG employees who have both passed their probation period and have been a part of the IIG team for 6 months. This is paid in August.

All pay review and bonus schemes are discretionary and subject to change by CACI at any time.

Benefits

- 25 days annual leave from day 1
- Cash in or carry forward 5 days of unused annual leave
- Cycle to Work scheme
- Matched pension contributions up to 5%
- Claim back health and wellbeing costs
- Free 24/7 counselling helpline and EAP
- Life insurance and personal accident cover
- Private Healthcare from day 1

Flexible working

We have a mature approach to time management and encourage flexibility within the workplace to ensure all our people achieve a healthy work-life balance.

In accordance with your contract, you have a commitment to work a set number of hours a week but how you work those hours is entirely up to you and whatever suits you and your team best.

It's important to be mindful of personal situations and to communicate as a team to find a balance that works for all of you.

Career Development and Career Coaching

To support your understanding of how you can progress within IIG, we have a Career Development Framework for all our people. We have different structures depending on your job role e.g. engineer, analyst, commercial.

On the framework you can find expected years of experience within each grade, and the associated pay bands.

To support your career, you will be assigned a Career Coach shortly after joining, based on your previous experience and initial career aims.

You will meet with your Career Coach during your first week and they will grow with you throughout your career at IIG. If you feel as if they're not the right fit for you, please contact a member of the Operations Team.