



HR POLICY EXECUTIVE (1 Year Fixed Term Appointment or Secondment)

Salary: £32-34,000K per annum & benefits

Hours: 37 hours per week (excluding breaks)

About us

We are the QEI Centre – central London’s premier venue for domestic and international events. Located in the heart of Westminster, our award-winning Centre offers modern, flexible spaces for all types of events from conferences and exhibitions to award ceremonies, dinners and fashion shows.

We host hundreds of events each year, ranging from high-profile international conferences to bespoke corporate meetings. At the heart of everything we do is a steadfast commitment to exceptional customer service

Our people are central to our success. From our acclaimed in-house caterers, QEI Taste by Levy – a sustainable catering partner that offers Michelin-star food to our expert AV and IT teams, every member of staff, play a vital role in delivering outstanding experiences.

As of 2026, we’ve proudly achieved over 55+ industry awards since 2014—an ongoing recognition of our excellence in the events sector. Most recently, we received three awards at the 2026 Eventex Awards, including Gold for Venue Event Team, Silver for Large Venue and Bronze for City Venue. These accolades reflect our commitment to delivering exceptional experiences for every client and delegate.

HR Department

We are looking for an **HR Policy Executive** to join our small and collaborative HR team for a 1 Year Fixed Term Appointment or secondment. This is an excellent opportunity for someone with experience in HR policy, governance, compliance or HR operations who enjoys turning complex requirements into clear, practical and well-written policies and processes. You will also support wider HR activity, including employee records, management information, performance and probation processes, HR projects, audit and assurance work. This is a varied role where **strong writing skills, attention to detail, sound judgement, discretion and organisation** will be particularly important.

QEI benefits will include:

- Discretionary bonus scheme, linked to corporate and individual performance
- Membership of the Civil Service Pension Scheme with an employer contribution of 28.97%
- 25 days' annual leave with an additional day per year to a maximum of 30 days & 1 privilege day
- Subsidized staff restaurant/coffee bar
- Interest free season ticket loan
- Cycle to work scheme
- 3 days paid volunteering
- Participation at staff events; celebratory, educational, team
- Access to learning and development opportunities tailored to your career aspirations
- A working culture which encourages inclusion, collaboration and diversity
- Regular employment engagement activities
- Dynamic, hybrid-working environment

This role is onsite during probation; hybrid working following successful completion of probation

How to Apply

Candidates should apply by submitting the following to hr@geiicentre.london :

- **a tailored CV**, setting out your career history, key responsibilities and achievements, of no more than two pages. Please ensure you provide reasons for any gaps within the last two years;

and

- **a personal statement of no more than 500 words**, demonstrating how your experience meets the essential criteria set out in the person specification.

Artificial Intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn and internal candidates may be subject to disciplinary action. Please see our [candidate guidance](#) for more information on appropriate and inappropriate use.

The lead criterion for this role is: Experience of supporting the development, review or implementation of HR organisational policies, procedures or other structured frameworks.

We will sift applications using **Experience**, based on the evidence provided in your CV, qualifications and personal statement.

Where a high volume of applications is received, we may initially sift applications against the lead criterion only. Candidates who meet the required standard at this stage will progress to a full sift, where the remaining advertised criteria will be assessed. Candidates who meet the required standard following the full sift may then be invited to interview.

The closing date for applications is 6 November 2026 at 11.59PM.

Sifting will take place in the week commencing 9 November 2026

Interviews will take place in the week commencing 16 November 2026

Successful candidates who pass the interview will be invited back to take part in a practical assessment.

For candidates invited for interview, this vacancy is using the [Civil Service Success Profiles Framework](#), and we will be assessing Strengths, Experience, Behaviours and Technical Skills.

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

Further Information

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants.

The Civil Service embraces diversity and promotes equality of opportunity. There is a guaranteed interview scheme (GIS) for candidates with disabilities who meet the minimum selection criteria.

We recruit by merit based on fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#).

If you feel at any time your application has not been treated in accordance with the values in the Civil Service Code and/or you feel that recruitment has been conducted in such a way that conflicts with the Civil Service Commissioner's Recruitment Principles, you may make a complaint, by contacting the HR Department hr@geiicentre.london in the first instance.

Important Note: Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [Counter-terrorist-check](#) and the process can take up to 8 weeks to complete. Please note that successful candidates will need to pass the CTC security checks – **this requires you to have been resident in the UK for the past 3 years.**