

Job Description

Job Title: HR Policy Executive	Salary: £32–34k per annum plus benefits
Reports to: HR Manager	Number of Direct Reports: 0
Department: HR	Job Type: 1 Year FTA or Secondment Annualised 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, to our expert Audio Visual (AV) and Event IT teams, every employee plays 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.

Job Purpose

The HR Policy Executive supports the HR Manager in the development, review, and implementation of HR policies and governance frameworks, ensuring alignment with organisational priorities, Civil Service standards, and statutory requirements. The role is primarily policy-focused, with responsibility for maintaining clear, up-to-date, and compliant HR documentation. The postholder will also provide structured support to Employee Relations (ER) processes by preparing documentation, coordinating meetings, and assisting in ensuring procedures are followed consistently.

The role does not hold responsibility for providing independent HR advice but operates under the direction of the HR Manager.

The postholder will work across a range of HR priorities and will be expected to exercise good judgement, maintain confidentiality and deliver accurate, high-quality work within agreed timescales.

Key Responsibilities

HR Policy & Governance

- Support the development, review, and updating of HR policies, procedures, and guidance, ensuring alignment with current legislation and best practice
- Maintain version control and ensure policies are clearly documented, accessible, and consistently applied across the organisation
- Assist in translating policy into practical guidance for managers and staff
- Support internal communications relating to HR policies and process changes
- Contribute to audits and assurance activity by ensuring policy documentation is accurate and compliant

Employee Relations (ER) Support

- Provide administrative and coordination support to formal ER processes (e.g. investigations, disciplinarys, grievances)
- Prepare documentation such as letters, packs, and case files, ensuring accuracy and consistency
- Arrange meetings, take notes where required, and maintain appropriate records
- Track ER cases and timelines, escalating risks or delays to the HR Manager
- Ensure all ER activities follow organisational procedures and confidentiality requirements

HR Operations & Support

- Support accurate and up-to-date administration of employee records in line with data protection and audit requirements
- Support the preparation of HR documentation and management information
- Contribute to the monitoring of key HR processes (e.g. performance cycles, probation tracking)
- Support HR projects and organisational initiatives where required

Additional Information

This is a **1 Year FTA or secondment opportunity** providing development in HR policy and governance, with exposure to Employee Relations processes. The role supports the delivery of a consistent, fair, and compliant HR service aligned with organisational and Civil Service standards.

Onsite during probation; Hybrid following successful completion of probation

The above is not exhaustive and other duties not outlined may form part of the employees' job description.

Person Specification

Essential Criteria:

- **Lead criterion:** Experience of supporting the development, review or implementation of HR organisational policies, procedures or other structured frameworks.
- Experience of working in an HR policy, governance, compliance or HR operational support environment.
- Experience of drafting, reviewing or maintaining professional policies, procedures, guidance or similar documentation.
- Experience of supporting formal HR or Employee Relations processes in accordance with established policies and procedures.
- Experience of handling sensitive or confidential information appropriately.
- Experience of maintaining accurate records, documentation and audit trails.
- Experience of managing competing priorities and delivering accurate work to agreed deadlines.
- Experience of working collaboratively with a range of stakeholders.

Desirable Criteria:

- Experience of working within the public sector, Civil Service, an Arm's Length Body or another regulated or publicly accountable organisation.
- Experience of undertaking policy research, including interpreting changes in employment legislation or good practice.
- Experience of supporting HR governance, audit or assurance activity.
- Experience of working within a small HR team and supporting a broad range of organisational priorities.

Technical Skills and Qualifications

- Degree in Human Resources, employment studies, business, law or a related discipline, or equivalent relevant experience.
- CIPD qualification or working towards a CIPD qualification would be desirable.
- Good working knowledge of HR policies, procedures and the principles underpinning UK employment legislation.
- Ability to research, interpret and summarise legislative, regulatory and policy information accurately.
- Strong written skills, with the ability to draft clear, structured and professional policies, procedures, correspondence and guidance.
- Strong attention to detail and the ability to review complex documentation for accuracy and consistency.
- Good understanding of data protection, confidentiality and records management requirements within an HR environment.
- Strong organisational and administrative skills, with the ability to maintain accurate case and policy records.
- Strong proficiency in Microsoft 365 applications, particularly Word, Excel, PowerPoint, Outlook, Teams and SharePoint.
- Ability to work confidently with HR information, trackers and management information.
- Strong proficiency and effective use of Microsoft 365 and digital systems, including Word, Excel, Outlook, Teams, SharePoint and HR information systems (HRIS), to manage documentation, information, records and workflows effectively.

Strengths

The successful candidate is likely to demonstrate the following strengths:

- Detail-focused: takes care to ensure documentation and information are accurate, consistent and complete.
- Organised: manages multiple priorities, deadlines and records systematically.
- Analytical: can research information, identify relevant points and translate complex requirements into practical documentation.
- Clear communicator: produces concise, professional written material and communicates confidently with colleagues.
- Reliable: takes ownership of allocated work and follows actions through to completion.
- Discreet: handles sensitive employee and organisational information appropriately.
- Collaborative: works effectively with colleagues and stakeholders and contributes positively to the wider HR team.
- Adaptable: can move between structured policy work and responsive operational activity according to organisational priorities.
- Improvement-focused: looks for practical ways to make policies, documentation and HR processes clearer and more effective.

Behaviours

We will assess you against these behaviours during the selection process.

Information on the Civil Service Success Profiles framework, and how this relates to this role, can be found [online](#) or from the QEII HR Team.

- **Managing a Quality Service**
- **Working Together**
- **Communicating and Influencing**
- **Delivering at Pace**

QEII Values

- **Team** – Work as one team, treating everyone equally
- **Quality** – Focusing on high standards and attention to detail
- **Exceptional** – Go beyond expectations in everything we do
- **Innovation** – Daring to be bold in everything we do
- **Integrity** – Supporting each other, speaking up and learning from mistakes to grow as one team
- **Collaboration** – Ensuring integration across all departments