



QuestGates Careers and Vacancies

JOB TITLE: HR Advisor

DIVISION: Central

OFFICE: Based at Birmingham or Bolton office – hybrid working available

We are looking to recruit a HR Advisor within our Central Division.

You will provide expert guidance on all aspects of HR, ensuring best practices and compliance within the financial services sector. You will support senior management, and employees with HR processes, employee relations, and talent management initiatives to build an engaged and high-performing workforce. We are committed to fostering a supportive and inclusive work culture, and we're looking for an experienced HR Advisor to help drive our people strategy forward.

To be successful in the role you will need to demonstrate a commitment to innovation and a determination to provide a market leading service and product on behalf of QuestGates.

Key Skills:

- Excellent degree of knowledge of HR employment related legislation and processes
- Excellent communication skills, both oral and written
- High degree of IT competency and literacy
- Demonstrate personal and professional integrity and lead by example
- Strong knowledge of UK & ROI employment law and HR best practices
- Ability to work and contribute positively as part of a team and in isolation
- Ability to work accurately under pressure, adhering to deadlines and service standards
- People professional certification such as Associate CIPD is preferable
- Proven experience in an HR Advisor or similar role within financial services, insurance, or a regulated environment

The role involves:

- To demonstrate a high level of technical quality and service delivery
- To provide exceptional customer service at all times
- To participate positively and constructively as a team member, sharing knowledge and providing feedback and suggestions



- To provide expert HR advice and support to managers on employee relations, performance management, and HR policies
- To ensure compliance with employment law and industry regulations within the insurance sector
- To support recruitment, onboarding, and retention strategies to attract top talent
- To assist with HR projects, including diversity & inclusion initiatives and employee engagement programs
- To manage absence, disciplinary, and grievance cases with professionalism and confidentiality
- To analyse HR metrics to provide insights and recommendations for business improvement
- To contribute to learning and development initiatives, supporting employee growth

The Package:

- Competitive salary
- Enhanced contributory pension
- Performance related bonus
- Flexible benefits
- Enhanced family leave
- Electric car scheme
- Voluntary benefits schemes
- Birthday holiday
- Share purchase scheme with interest free loans

Hours of work:

Standard working week is 35 hours, Monday to Friday with flexibility to work from home, following successful completion of your probationary period.

Closing Date for Applications:

Close of business on Friday 11th April 2025.

Contact details:

If you would like further information about this vacancy or wish to apply, please contact Siobhan Bullock on 07885 456254 or email recruitment@questgates.co.uk by the closing date.