



QuestGates Careers and Vacancies

JOB TITLE: Data Protection Officer

DIVISION: Central Services

OFFICE: Birmingham or Bolton – Hybrid

We are looking to recruit a Data Protection Officer within our Central Division based at either our Birmingham or Bolton offices.

You will lead data protection compliance across the QuestGates Group, ensuring adherence to UK GDPR and the Data Protection Act 2018. The role involves managing the data protection framework, advising on privacy risks, handling data breaches, and fostering a privacy-focused culture, while collaborating with internal teams, regulators, and external partners.

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 data protection principles
- Excellent communication skills, both oral and written
- Good degree of IT competency and literacy
- Demonstrate personal and professional integrity and lead by example
- 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
- Willingness to acquire new knowledge and skills to keep up with the evolving data protection landscape
- Strong leadership skills to drive data protection initiatives and influence others to adopt best practices
- Ability to understand data processing operations, identify risks, conduct DPIAs, and manage data breaches

The role requires the successful candidate to:

- demonstrate a high level of technical quality and service delivery
- provide exceptional customer service at all times



- participate positively and constructively as a team member, sharing knowledge and providing feedback and suggestions
- monitor compliance with data protection laws and internal policies across the Group
- inform, advise, and train staff on data protection obligations
- conduct regular audits and risk assessments related to data processing activities
- advise on and monitor Data Protection Impact Assessments
- maintain comprehensive records of all data processing activities
- serve as the main point of contact with the supervisory authority (e.g., ICO) and data subjects
- respond to data subject access requests and support the handling of data breaches
- collaborate with IT, Legal, HR, and other departments to ensure privacy by design
- review and advise on contracts, data sharing agreements, and third-party processing
- stay current with evolving data privacy laws and advise management accordingly
- promote and support the 'Treating Customers Fairly' principles
- ensure and support other teams in the adherence to contractual/Client SLA's and KPI's

The Package:

- Competitive salary
- Contributory pension
- Performance related bonus
- Enhanced family leave
- Electric car scheme
- Voluntary benefits schemes
- Birthday holiday
- Opportunity to take part in a share purchase scheme



Hours of work:

Standard working week is 35 hours, Monday to Friday with flexibility to work from home /office.

Closing Date for Applications:

Close of business on Friday 14th November 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.