



Phone: 0800 585 360

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People Business Partner

Recruitment Pack

Homes in Somerset, Bridgwater House, King Square, TA6 3AR





Welcome to Homes in Somerset

Dear Applicant,

Thank you for your interest in working with us at Homes in Somerset. This is a great opportunity for an outstanding professional to join us at an exciting time.

Are you an experienced HR professional with strong TUPE expertise and a passion for creating exceptional colleague experiences?

Subject to the outcome of an options appraisal, we're looking for a proactive and values-led People Business Partner to join our People Team on a fixed-term basis and play a key role in shaping how colleagues join, grow and thrive at Homes in Somerset.

This is a varied and impactful role that blends strategic partnering with hands-on delivery. You'll provide trusted people advice to leaders and managers while leading our TUPE activity and driving improvements in onboarding, culture, engagement and HR systems.

You'll work collaboratively across the organisation to ensure our people practices are legally compliant, people-centred and aligned to our values.

The successful candidate will be joining an organisation committed to colleague engagement, where every colleague is valued and heard. We will support you to achieve your full potential.

If this role excites you and you are keen to join a passionate team of people working for our customers and a leading Arm's Length Management Organisation (ALMO) then we look forward to hearing from you.

Within this pack are all the details about the role and the recruitment process and key dates. However, if you require any further information or would like to discuss the role, please contact us by emailing Jobs@homesinsomerset.org.

We look forward to receiving your application.

With best wishes,

Julia Paling

Head of People & Communications

About Homes in Somerset

Here at Homes in Somerset, our customers are at the heart of everything we do.

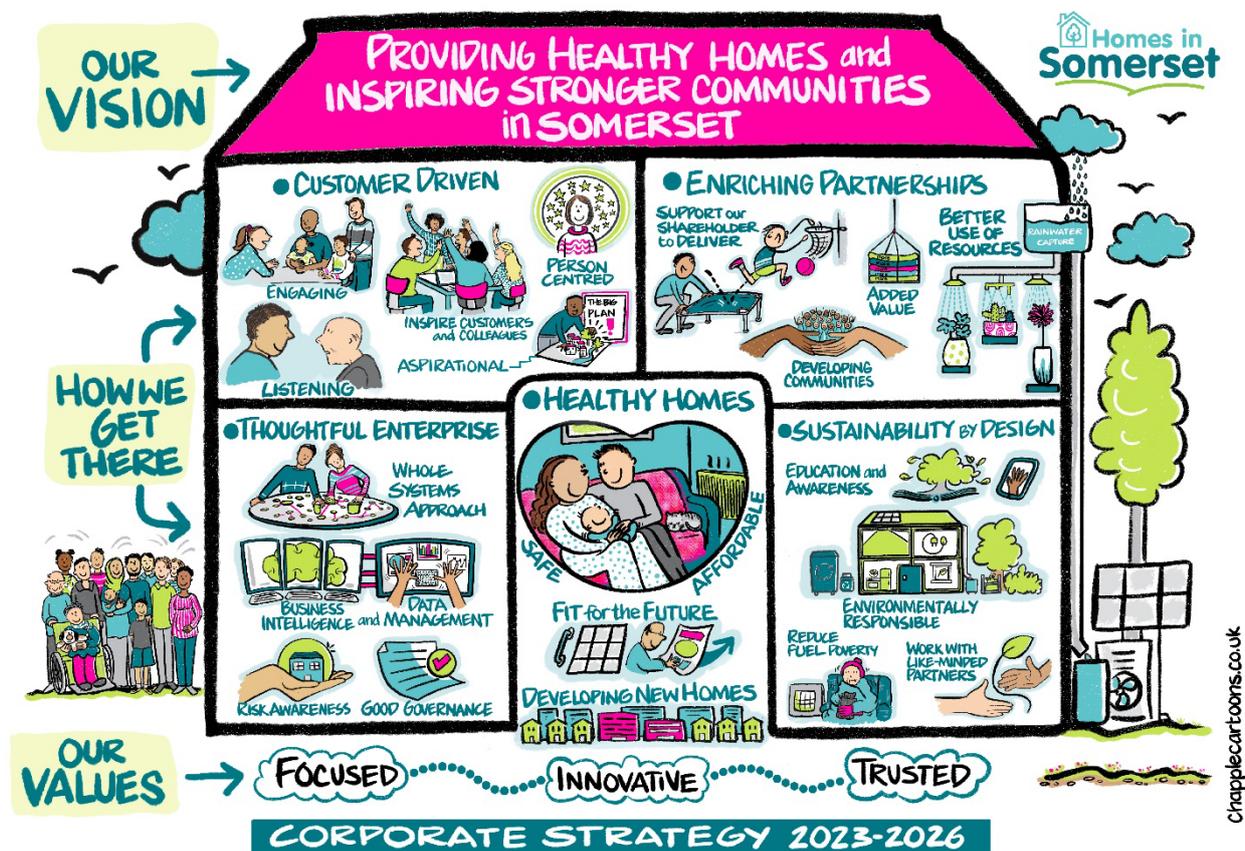
We are an arms-length management organisation, managing more than 4,000 properties on behalf of Somerset Council, which owns around 10,000 homes.

In 2025, Somerset Council instructed independent consultant Savills to understand how the housing management service can be best aligned, offering consistency and best value for money for customers.

Savills recommended that Homes in Somerset becomes the single housing management service provider, which was supported at the meeting of Somerset Council's Executive Committee on March 11, 2026. This decision is now subject to consultation with our secure tenants and leaseholders in accordance with section 105 of the Housing Act 1985, and a final decision is due at the end of April. If this recommendation is approved following the consultation, the changes are planned to take effect from September 2026.

This is an exciting time for Homes in Somerset and therefore, in preparation for this potential change, we're delighted to be advertising for this key role.

Our current strategy



FOCUSED

INNOVATIVE

TRUSTED

Role Profile

Job Title:	People Business Partner
Contract Type:	Fixed Term (for six months)
Salary:	£40,777 to £44,075 depending on experience
Annual Leave:	27 days per annum

Role Purpose

You will provide professional, proactive people advice and leadership to managers and leaders across the organisation. The role combines strategic partnering with hands-on delivery, particularly in relation to TUPE consultations, employee relations, and the design and delivery of an effective onboarding experience.

The postholder is responsible for ensuring people practices are legally compliant, values-led and operationally effective, while working with the rest of the People team and ensuring high standards of HR service delivery.

Key Responsibilities

TUPE (Core Responsibility)

- Support the TUPE processes for both incoming and outgoing transfers
- Plan and deliver TUPE consultation processes in line with legal requirements and organisational values
- Work with senior leaders, legal advisors and trade union / employee representatives as required
- Support the quality-assurance of the Employee Liability Information (ELI)
- Provide clear, confident communication to affected colleagues throughout TUPE processes
- Support the People team in TUPE-related administration and data management

Onboarding Design & Delivery

- Support in the design, implement of the organisation's onboarding process
- Ensure onboarding supports engagement, retention, compliance and cultural integration
- Work closely with managers across other other teams to deliver a consistent onboarding experience
- Ensure all onboarding activity is supported by robust systems, processes and clear ownership
- Use feedback and data to evaluate onboarding effectiveness and drive improvements

HR Systems, Data & Governance



- Ensure effective use of HR systems to ensure a smooth and accurate transition of data.
- Working with the People Team Manager and People Officer, maintain the HR and Learning Management Systems to maximise the end user experience
- Ensure GDPR compliance and data integrity across all HR activity

Culture & Engagement

- Champion equality, diversity and inclusion across the organisation
- Support organisational change activity, working closely with leaders and stakeholders
- Contribute to colleague engagement initiatives and organisational culture development
- Role-model the organisational values and customer-focused behaviours.

Knowledge, Skills and Experience

Essential

- CIPD Level 5 qualified (or equivalent experience)
- Significant experience in an HR Business Partner or senior HR Officer role
- Proven experience in supporting TUPE consultations and transfers
- Strong working knowledge of UK employment legislation
- Ability to build effective relationships with managers, leaders and external stakeholders
- Experience supporting organisational change

System Skills (Essential)

- HR Information Systems (HRIS) – reporting, contractual changes, data entry and analytics
- Learning Management Systems (LMS) – onboarding and compliance learning
- Microsoft 365 – Excel (analysis and reporting), Word, Outlook and Teams

Skills & Competencies

- Strong influencing and stakeholder-management skills
- Confident communicator, including in sensitive and high-risk situations
- Sound judgement and decision-making
- Ability to balance operational delivery with strategic thinking
- High level of integrity, professionalism and discretion
- Commitment to continuous improvement and people-centred practice

Values & Behaviours

- Leads with integrity and fairness
- Champions equality, diversity and inclusion
- Models collaborative and respectful behaviours
- Focuses on delivering positive colleague and organisational outcomes

What we offer

We want Homes in Somerset to be a great place to work, where colleagues are proud to work for the organisation. As well as working alongside some amazing colleagues to provide great services to our customers, we offer a range of benefits.



- We recognise the importance of a work life balance and our hybrid working policy allows you to adapt.
- Up to date, modern equipment provided whether working at home or in the office. We also offer a contribution towards the cost of a desk.
- Generous holiday allowance which rises with service.
- You'll be auto enrolled into the Local Government Pension Scheme with a generous employer contribution.
- We pay more than the statutory parental leave and work with you to balance work and life commitments.
- We offer a 24-hour helpline and access to welfare and lifestyle advice, including counselling. We have also supported colleagues to become Mental Health First Aiders.
- Great learning and development opportunities.
- We celebrate success linked to our values including HiS Heroes and long service.
- Access to discounts for sport, leisure, and entertainment activities via our benefit platform.

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Recruitment Timetable

Activity	Proposed Dates
Recruitment opens	24 March 2026
Closing date	Monday, 6 April 2026
Shortlisting	Tuesday, 7 April 2026
Formal interviews	Friday, 17 April 2026

How to Apply

To apply, please visit the vacancies section on [our website \(www.homesinsomerset.org\)](http://www.homesinsomerset.org) Click on the Menu button, and under the section 'Work with Us' you will find Vacancies, open this up, find the relevant vacancy and select the 'apply now' button to complete your application.

You will be asked for full contact details for two referees (including your current employer if applicable). Please note we will not request references without your prior permission.

All appointments are subject to two satisfactory references, a DBS check and proof of your Right to Work in the UK. If required for the role, access to a vehicle is essential.

Our address should you need it is:

The People Team, Homes in Somerset, Bridgwater House, Kings Square, Bridgwater, TA6 3AR

The closing date for applications is **Monday, 6 April at midnight.**

