



Phone: 0800 585 360

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People Officer

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 organised, people-focused HR professional with a passion for getting the detail right?

Subject to the outcome of an options appraisal, we're looking for a People Officer to join our team and play a key role in supporting TUPE activity, HR systems, people data, and colleague onboarding.

This is a fantastic opportunity to make a real impact during a period of change, working closely with our People Team Manager and People Business Partner (TUPE) to ensure our processes are smooth, compliant and colleague-centred.

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.

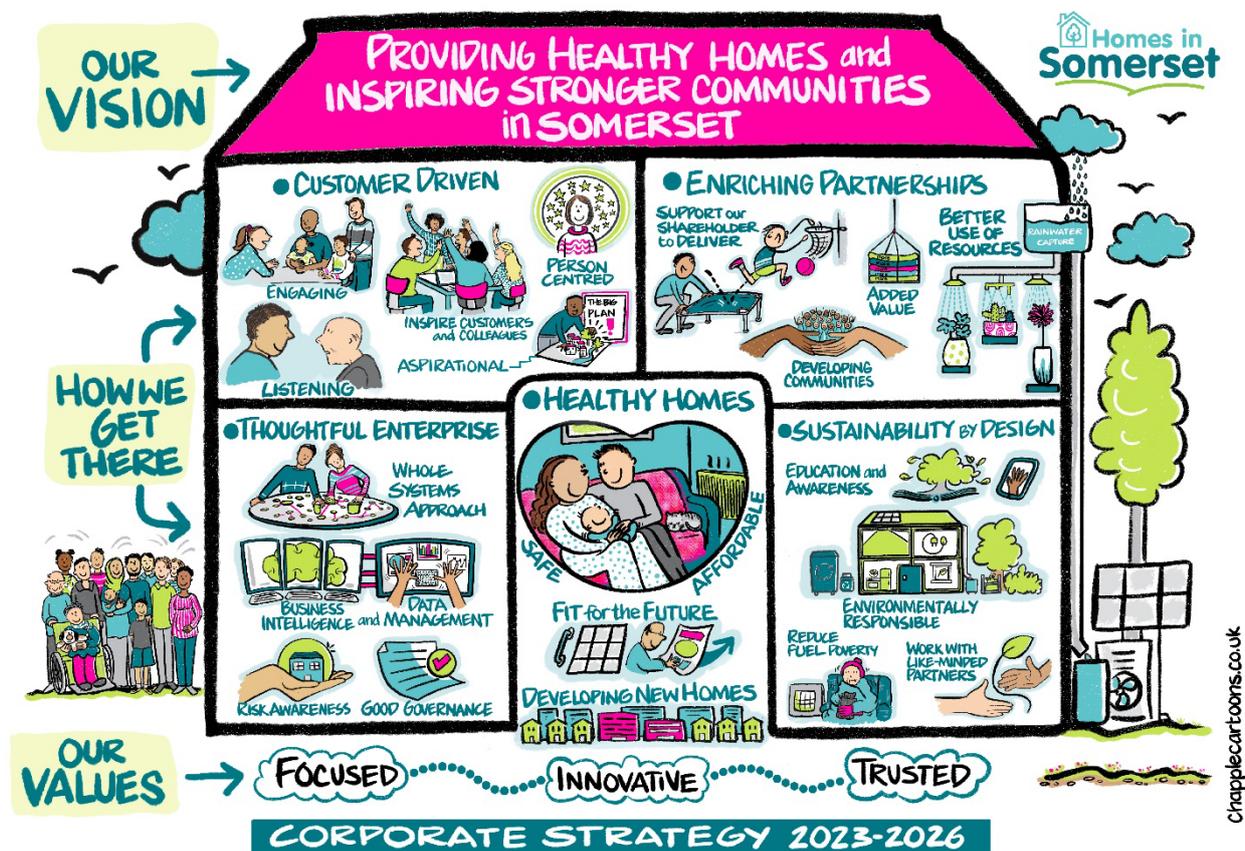
We are an arms-length management organisation, managing more than 4,000 properties on behalf of Somerset Council, which owns around 10,000 homes.

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 Officer
Contract Type:	Fixed Term (for six months)
Salary:	£33,699 to £36,363 depending on experience
Annual Leave:	25 days per annum

Role Purpose

You will support the Head of People & Communications and People Team Manager in providing operational HR support with a specific emphasis on TUPE transfers, HR systems accuracy, and people data management. The role ensures TUPE processes are administered accurately and compliantly, colleague data is maintained to a high standard, and HR systems effectively support the TUPE process, reporting, and decision-making.

This is a delivery-focused role, working closely with the People Team Manager and the People Business Partner (TUPE) to ensure statutory and organisational requirements are met.

Key Responsibilities

TUPE Administration Support

- Provide administrative support for TUPE transfers, both incoming and outgoing
- Maintain accurate colleague data for TUPE consultation and due diligence processes
- Assist with TUPE consultation meeting administration, documentation and record-keeping
- Ensure contractual information and transfers are accurately reflected within HR systems
- Work closely with the People Team to ensure TUPE processes are compliant, well-managed and auditable

HR Systems & Data

- Maintain accurate and up-to-date colleague records within the HR Information System (HRIS)
- Record contractual information, absence and annual leave within HR systems
- Produce standard and ad-hoc HR reports to support the People Team
- Ensure GDPR compliance and data integrity across all HR systems

Learning, Development & Compliance

- Be responsible for the transfer of all Learning & Development information for incoming colleagues
- Interrogate Learning & Development information to identify gaps to establish training plans and requirements linked to the Competence and Conduct standard
- Produce training and compliance reports for managers and the People team

Onboarding Delivery

- Support the People team in delivering a robust induction programme
- Ensure all new colleagues are equipped with the correct resources from day one, including IT and Uniforms

Policies, Engagement & Culture

- Support the implementation and consistent application of HR policies and procedures
- Promote equality, diversity and inclusion through all HR processes
- Assist with colleague engagement initiatives and internal events
- Demonstrate and promote the organisation's values and customer-focused culture

Knowledge, Skills and Experience

Essential

- CIPD Level 3 qualified (or relevant experience)
- Proven experience in an HR Officer or HR Administrator role
- Sound understanding of core employment legislation and HR processes
- Strong attention to detail and ability to handle confidential information appropriately
- Experience of working with HR systems and data input

Desirable

- CIPD Level 5 qualified (or working towards)
- Practical experience supporting TUPE transfers
- Experience supporting colleague relations processes in a regulated environment

System Skills (Essential)

The People Officer must be confident and competent in using the following systems:

- ✓ HR Information Systems (HRIS)
 - Maintaining colleague records
 - Producing standard and ad-hoc reports
- ✓ Learning Management Systems (LMS)
 - Recording training activity
 - Monitoring compliance and mandatory learning
- ✓ Microsoft 365
 - Outlook
 - Excel (data handling, reporting, trackers)
 - Word (contracts, letters and HR documentation)
 - Teams

Skills & Competencies

- Strong organisational and prioritisation skills
- Clear, professional written and verbal communication
- High level of accuracy and attention to detail
- Customer-focused and solution-oriented approach
- Ability to work within defined procedures and escalate issues appropriately
- Professional integrity and discretion

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.

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.**

