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Compliance & Building Safety Team Leader 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.

As a Team Leader within our Compliance Team, you will play a key role in leading a high-performing team and overseeing the effective delivery of compliance contracts across our housing stock. You will ensure statutory obligations are consistently met, drive strong contractor performance and accountability, and support a culture of continuous improvement.

Your leadership will be instrumental in maintaining safe homes for our residents while delivering a responsive, efficient and customer-focused service. 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.

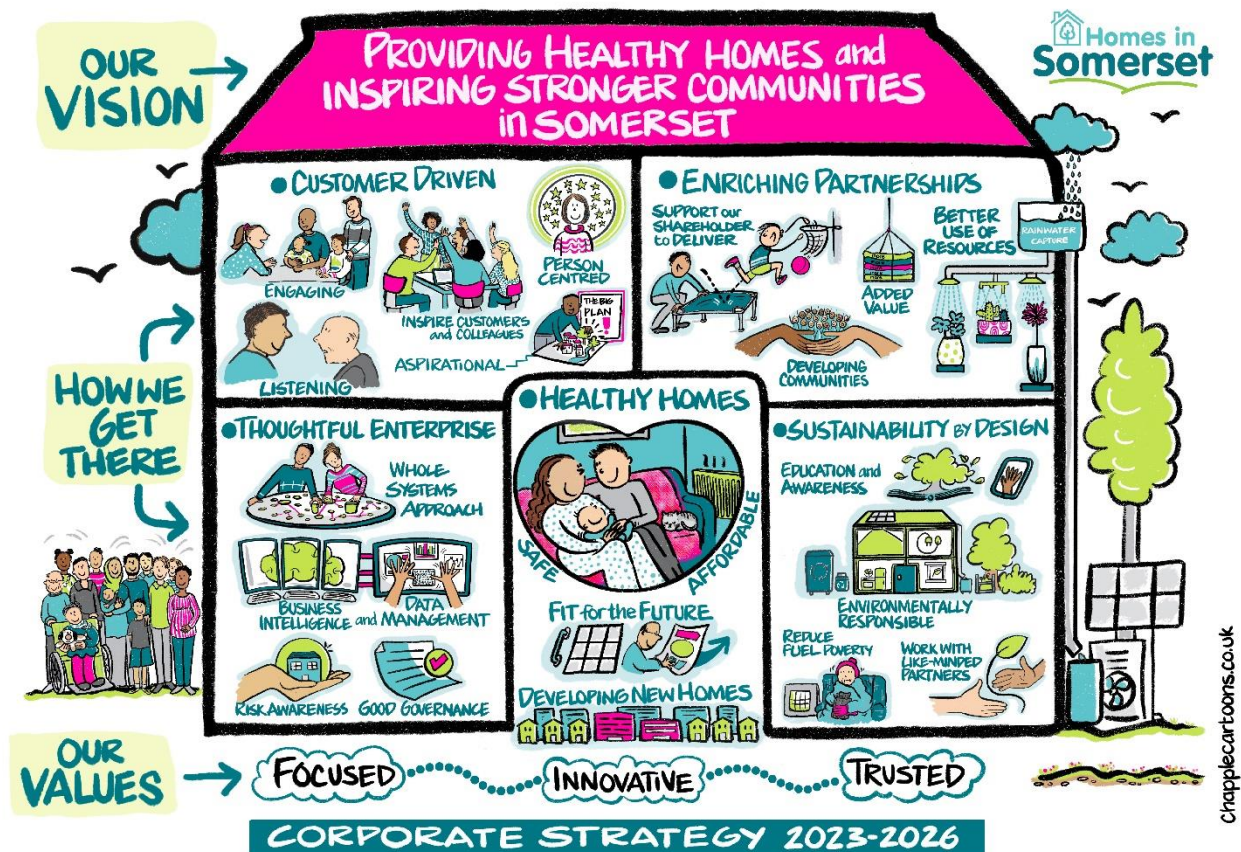
We are an arms-length management organisation, managing more than 4,000 properties on behalf of Somerset Council, which owns around 10,000 homes.

In 2025, Somerset Council instructed independent consultant Savills to understand how the housing management service can be best aligned, offering consistence 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



Role Profile

Job Title:	Compliance & Building Safety Team Leader
Contract Type:	Fixed Term (up to Four months)
Salary:	£40,777 to £44,075 depending on experience
Annual Leave:	27 days per annum

Role Purpose

What's the role?

You will:

- Be a Team Leader managing your team to ensure the provision of a safe and secure environment for residents and visitors across the HiS portfolio including all aspects of Compliance, Building and Fire safety.
- Oversee the prioritisation and completion of fire and building safety checks and address access issues using a variety of supportive and enforcement methods.
- Line manage Compliance & Building Safety Officers.
- The role will involve recruitment, performance management, personal development and support for team members.
- Lead on the management of contracts relating to fire, water, lifts, door entry, auto doors and Radon.
- Ensure the accuracy of data input and work with other departments to ensure HiS remains compliant.
- Report to the Compliance & Building Safety Specialist.

Key Responsibilities

What will I have to do?

You will:

- Drive forward improvements, creating efficiencies for your team.
- Ensure the accuracy of compliance data.
- Lead all contract meetings within your remit, address underperformance, creating action plans to improve and escalate if improvement does not occur.
- Ensure SOPs are updated for all areas within your remit and support the review of policies and management plans.
- Be responsible for ensuring jobs are raised, physically completed, closed and invoiced efficiently and accurately.
- Organise the delivery of resident engagement events to ensure effective engagement with customers around compliance issues.
- Review and update website information as required and act as a website champion.
- Develop and support communication plans to deliver clear messages for customers to improve their understanding of their role in compliance activities.

- Actively review stock changes and ensure the implementation of any new inhouse checks and the addition to external contracts.
- Assist with the production of the monthly Compliance Reporting and any other assurance reports as required.
- Have an overview of compliance budgets within your remit
- Keep informed and up to date on current developments and legislation regarding statutory compliance matters related to the undertaking of the post.
- Respond efficiently to problems escalated to you by Officers.
- Provide support during Officer absence and/or months with higher workload to ensure block inspections and fire door inspections.
- Be available to respond to emergency or emerging situations when the team need on site presence and provide cover where necessary to support the delivery of a high performing service.
- What do I need to be successful?
- Have a detailed knowledge and experience of landlord health and safety compliance regulatory framework, government and industry guidance including regulations relating to asbestos, electrical, fire, gas, legionella and lift management.
- Knowledge of the Regulatory Reform (Fire Safety) Order 2005 and the Building Safety Act and be willing to gain further knowledge of new legislative requirements.
- A recognised fire safety qualification (or be willing to work towards) together with other qualifications commensurate with the role e.g., NEBOSH/IOSH and/or membership of a professional body (IFE, FPA, IFSM, etc.).
- Ability to work independently and as part of a team making decisions that are solution focused.
- Experience in leading and managing a team preferably within a social housing environment.
- Strong stakeholder management skills and ability to build strong working relationships with Board Members, Senior Leadership Team, fellow team leaders, as well as residents.
- Ensure all statutory duties are implemented and complied with and be responsible for delivering contracts within timescale and budget, to a high level of customer satisfaction.
- Have the ability to think outside the box and be responsive to change to work well under pressure, prioritise and plan ahead.
- Be highly analytical and inquisitive to ensure data accuracy.
- High attention to detail.
- Ability to put Customers First.
- Promote continuous improvement and deliver demonstrable high quality of service and standards.
- Excellent written and verbal communication skills
- Well-developed IT skills and the ability to learn new systems, quickly. Experience of using Housing Management software would be desirable but not essential.
- Hold a full driving licence and own a vehicle insured for business purposes.
- How will I evidence my success?
- I will ...
- Successfully meet the KPIs and objectives agreed for myself and my team. Including the 100% compliance target set by HiS.

- Regularly challenge service provision to ensure it complies with best practice and use customer feedback to ensure excellence in service delivery.
- Identify actions needed to improve performance when necessary.
- Take a proactive approach in meetings, bringing fresh and innovative ideas to the team.
- Have a positive input (and impact) into the safe delivery of work streams across HiS.
- Build strong relationships and rapport with team members and other teams across the organisation and with partner organisations.
- Provide excellent service to all our customers and contribute to the continual improvement of the services we deliver to all our customers, both internal and external.

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	Monday, 20 April 2026
Closing date	Sunday, 10 May 2026
Shortlisting	Monday, 11 May 2026
Formal interviews	Wednesday, 13 May 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, King Square, Bridgwater, TA6 3AR

The closing date for applications is **Sunday, 10 May at midnight.**