

POSITION: Head - People

LOCATION: Mumbai

DESCRIPTION: To guide, manage and provide strategy on the human resource function for organization and have effective human resource department

RESPONSIBILITIES:

HR strategy and Policy Management

- Design, Formulate, develop/refine and implement best HR policies and practices for the organization
- Part of management team to work on the organizational structure • Lead the HR function and deliver the HR strategy for business by collaborating with leadership team
- Develop and lead the HR team ensuring that human resource goals are aligned with the business goals
- Work with CEO for leadership development and succession planning • Design and ensure of compliance of Anti-Harassment Policies • Lead and facilitate for the desired culture in the organization through various employee engagement activities to foster positive outcomes

Recruitment/ Induction/ Exit Formalities

- Lead, develop, plan recruitment strategies and processes to attract best talents
 - Evaluate and refine sourcing and selection procedures
 - Establish employer brand through different activities
 - Maintain talent pipelines of potential candidates and future needs
 - Monitor cost effective hiring processes within the budgets
 - Build effective relationships with business leaders to ensure business alignment • Build and maintain network with external agencies for the better hiring processes
 - Interviews management- and executive-level candidates; serves as an interviewer for position finalists
 - Monitor and improve candidate experience during hiring processes • Supervising complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
 - Lead and monitor background verification for all the new hires • Design and implement induction/employee orientation processes and ensure proper onboarding and training for new hires
 - Lead the exit processes, analyse and present the attrition reports to the management
 - Track key HR metrics like cost per hire and retention rates
- Compensation and Benefits**

- Benchmark compensation as per industry standards

- Design effective compensation structure with grades and bands
- Ensure that the employee compensation is fair across verticals and functions
- Ensuring that pay structure is as per the statutory compliances and norms
- Design and monitor cost effective pay practices
- Design cost effective benefit plans

Performance Management

- Design and refine performance management processes
- Monitor the appraisal process across the levels in the organization for a fair feedback
- Ensure that feedback leads to the development of the employee considering strengths and improvement areas
- Review duties, responsibilities and objectives with manager and mutually agree on performance expectations and competencies

HR Operations

- Monitor for adherence of timely HR activities of the department from recruitment to employee exit
- Revisit job descriptions whenever required
- Monitor HR budgets, compensations
- Monitor timely performance feedback of the organization
- Reviewing and ensuring compliance to HR policies and procedures; coordinating the development of policies, handbooks and supporting their implementation
- Monitor and ensure the timely confirmation process
- Ensure the maintenance of the personal files of the employees
- Manage staff issues (e.g. disciplinary, grievance) in line with the HR policy and labor laws
- Counsel employees
- Ensure that the statutory compliances are managed on time
- Coordination with the vendors
- Manage internal communications
- Ensure for the efficient & effective human resource management systems that support the design and implementation of quality programming without compromising compliance.
- Plan, Decide and coordinate for employee insurance and other benefits of the employees
- Manage statutory audits
- Part of the POSH committee
- Ensure for the timely MIS for management submission
- Monitor for closure of timely SLA for HR activities
- Monitor for timely payroll processes
- Design and monitor employee engagement surveys, and work on the outcomes of surveys to make the organization to be a great place to work
- Carry out employee engagement activities

Training and Development

- Prepare key inputs to the L & D department through training need analysis for employees across the organization
- Coordinate/develop annual training plans and training calendars for the employees

- Maintain employee training documentations and review and give feedback to L & D department for change/upgrade the current programs
- Induct, coach, and mentor new Team Members
- Review the trainings effectiveness and outcomes at work of each departments

Admin and IT support

- Laying down the process and other make sure it get followed.
- Support organisation with IT and admin requirement.

COMPENSATION: Commensurate to experience and salary drawn

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- MBA/PG in Human Resource Management/ MA in Psychology/MSW with HR specialization
- 12 to 15 years in which 5 years in leadership role
- Good knowledge of HR Management (Recruitment, Performance Management, Employee engagement, payroll management, statutory compliances, HRIS)
- In-depth knowledge of HR processes
- Basic knowledge of human psychology

REQUIRED SKILLS

- Business Acumen
- Effective Communication
- Critical Thinking and Evaluation.
- Leadership.
- Relationship Management
- Coaching and mentoring
- Empathy
- Decision making
- Negotiation
- Attention to details