

JOB TITLE: HEAD/SENIOR MANAGER 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

Volunteer Management

- > Hiring to exit process of Volunteers, Engagment, Envolved to they become long term supporter of Bright Future.

Admin and IT support

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

COMPENSATION: Best in the Industry

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 QUALIFICATIONS AND EXPERIENCE

- > Business Acumen
- > Effective Communication
- > Critical Thinking and Evaluation.
- > Leadership.

- > Relationship Management
- > Coaching and mentoring
- > Empathy
- > Decision making
- > Negotiation
- > Attention to details