



1. Position Identification

Title	Senior HR Executive
Functional Area	HRM
Level	3 B
Functional Designation	Senior HR Executive
Reports to	Senior Manager - HR

2. Position Objective

HR Business Partner will be responsible for the effective Human Resource Management for our Quality Control department such as Recruitment, Performance Management, Employee Engagement, Policy documentation, Team Development.

3. Competencies Required

The following competencies are required for this position:

Generic Requirements	<p>Education/Experience:</p> <ul style="list-style-type: none">- Minimum 3-4 year of proven experience in managing the HR function of mid-sized organization. (Employee range between 100-200). Experience in multinational will be added advantage.- Minimum 2-3 years of handling end-to-end recruitment cycle. Minimum 2-3 years of experience in PMS, Talent Management, Employee engagement, L&D, and the HRMIS.- Minimum Bachelor degree in MBA HR, qualification. <p>Common core skills</p> <p>Organisation identifies best practices in order to make the best moves</p> <ul style="list-style-type: none">- Seeks out and proposes improvements in the context of their work.- Share information and other expertise.- Seeks out information necessary to their activity. <p>Be an agent of change</p> <ul style="list-style-type: none">- Be responsive and flexible faced with changes. <p>People Seek out expertise in the field concerned</p> <ul style="list-style-type: none">- Keep up to date on developments in the profession.- Continually strive to broaden their knowledge.- Be knowledgeable about all key target media sectors (operation, functioning, etc.)- Continually seek to be creative by proposing new ways to increase employee degree of information. <p>Be autonomous and well organised</p> <ul style="list-style-type: none">- Be rigorous and pro-active.- Know how to organise and plan their work.
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	<ul style="list-style-type: none"> - Get a group of colleagues to work together. - Know how to obtain information without causing offence. - Know how to motivate their colleagues. <p>Know how to work in team to create a positive working atmosphere</p> <ul style="list-style-type: none"> - Understand the roles of the colleagues and fellow team members. - Have a positive and constructive attitude. <p>Growth and Profitability To be result oriented</p> <ul style="list-style-type: none"> - Anticipate actions and is responsive to events with the aim of ensuring the best timing possible. Consider the long-term impact of actions. - Measure the impact of their actions. - Propose activities with a view to ensuring the long-term future of employees good relationship. - Propose realistic developments to improve the processes. <p>Show ambition and commitment with regard to objectives</p> <ul style="list-style-type: none"> - Take initiative to exceed expectations. - Maintain a consistent level of best practice in all areas of work. <p>Skills specific to the post</p> <ul style="list-style-type: none"> - Should exhibit a high level of integrity and lay emphasis on setting ethical standards across the organization. - Must be process oriented and focused on details. - A must to have high level of Ms-Excel knowledge, Pivot table, Viso etc. - Good standard of written and spoken English. - Possesses hands on approach to completing a given task takes ownership and deliver to tight deadlines. - Excellent communication and customer service skills. - Ability to maintain confidentiality and exercise extreme discretion. <p>Environmental Attributes</p> <ul style="list-style-type: none"> - Should be able to work in high work pressure with high speed and prompt response time - Dynamic - Energetic - Self-motivated having positive attitude - Team Player - Ability to work in pressure work environment - Open to work beyond the working hours <p>INTERNAL RELATIONS</p> <ul style="list-style-type: none"> - With beneficiaries (all employees and Unit Managers) - With team members(Finance, Group HR, Administration) - With the management structure
Responsibilities	<ul style="list-style-type: none"> • Talent Acquisition - Responsible to achieve the Annual recruitment plan. - Participate in forecasting of manpower requirements for the year and per month/quarter based on business needs, projected attrition and expected movements.



- Liaise with Unit Managers to ensure that manpower is in line with pyramid structure.
- Provide inputs into recruitment plan development including fresher to non-fresher mix, channels to be used etc.
- Interview candidates for positions and assess candidate fitment into role and organization.
- Work out the weekly/monthly reports and seek inputs in case of major abnormalities.
- Resolve recruitment related escalated issues.

- **Employee Engagement / Productivity Measurement**

- Design the yearly activity calendar for various events in and outside.
- Drive the positive energy on the floor by keeping it alive through various HR activities such as Picnics, Annual Party, Events, Festive Celebrations, and Tournaments etc.
- Act as a bridge between HR and employees and create a network to ensure that the values and culture of Integrative are respected and encouraged.
- Ensure EE matrix is followed.

- **Talent Development**

Analyzing the training needs. Design and drive implementation of training programs in co-ordination line with Corporate L&D. In case of external training, identify training vendors; Select vendor basis content and cost in collaboration with the T&D team. Monitor the effectiveness of training program and measure the impact of the same on the business and performance of the individuals.

- **Performance Management**

- Understand the business needs and various roles in the department in order to ensure the right goal setting for individuals on the floor.
- Be a part of annual and mid- year performance review for the team; coach and discipline employees.
- Be responsible for managing the performance evaluation and career progressions processes.
- Be managing the overall KPI and goal setting implementation and evaluation.
- Institutionalize the performance management framework within business lines and monitor completion in time line given, Trouble shoot on normalization, Monitor to ensure that promotions are in line with defined policies; Liaise with unit Managers to drive closure.
- Develop development plan for the employees in order to achieve the business objectives.
- Optimizing the process and flows between Dept, managers and tools.
- Come up with recommendations to drive process improvements in



	<p>order to achieve high productivity each year.</p> <ul style="list-style-type: none"> • Planning <ul style="list-style-type: none"> - Prepare HR key imperatives for the year covering individual plans for relevant HR processes based on historical data, business requirements and priorities. - Provide inputs on policy changes required within business line. - Provide inputs for HR budget to Senior Manager -HR. - Track and review the scores across various metrics. - Track adherence to budget and take corrective actions in case of deviations. • Others <ul style="list-style-type: none"> - Conduct the Orientation program of new joiners. - Complete joining formalities and documentation. - Ensure the inputs of the employees in Organizations HRIS on regular basis. - Maintain various metrics and global reports to monitor HR KPIs such as Attrition, Availability, Level changes, Promotions, Contract Renewals, Exits etc. - Hear and resolve employee grievances and conducting the counseling sessions. - Liaison with Senior Manager HR for central activities.
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4. Organisational Relationship/Authorities

Supervisory Responsibilities	This job has no supervisory responsibilities.
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5. General Responsibilities

<u>Interpersonal Skills</u> - Maintains confidentiality, Remains open to others' ideas and tries new things.
<u>Written Communication</u> - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
<u>Ethics</u> - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
<u>Planning/Organizing</u> - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
<u>Professionalism</u> - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
<u>Quality</u> - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve.



Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.