

SBU Head

Plant HOD - HR & Admin

Corporate
Head - HR

Position Title	: Plant HOD - HR & Admin
Department	: HR
Reporting Manager	: SBU Head in Plant and Corporate HR Head
Qualifications	: Masters in Social Work / Human Resource / Industrial Relations
Experience	: Minimum 8-10 years
CTC	: Upto 9 Lacs per annum
Location	: Hi-Tech Gears Ltd., Plot No. 24, 25, 26, Sector – 7, IMT Manesar, Gurgaon, Haryana

1. Position Summary

Strive on formation and execution of robust HR systems and processes; enforcement of discipline and adherence to statutory norms, build culture based on transparency, trust & togetherness whereby employees imbibe company values with an objective of making Hi Tech one of the top 5 employers in the automotive sector

2. Principal Accountabilities

	%
<p>2.1. Lead & drive HR initiatives in the plant for effective talent management to build employee capability</p> <p>a. Understand the business imperatives and align the HR goals and objectives with those of the organisation as a whole, with special focus on vertical</p> <p>b. Ensure that the organisation design and structure facilitate the achievement of business goals</p> <p>c. Assist Corporate HR in developing recruitment strategies for the plant and ensure that the intake of manpower (in terms of quality & quantity) is as per the plan & approval</p> <p>d. Drive and institute a performance driven culture in the plant in adherence to corporate imperatives</p> <p>e. Ensure timely goal setting and periodic reviews, thereby establishing a transparent system for reward & recognition of the employees</p> <p>f. Ensure preparation & implementation of training calendar, as per the training needs identified in co-ordination with departmental heads</p>	40%
<p>2.2. Ensure healthy & harmonious employee relations through employee welfare activities to enhance employee morale and employee engagement</p> <p>a. Monitor employee welfare activities in the plant</p> <p>b. Is the representative of plant in developing people policies and ensure that policies are introduced in line with the demands of business</p> <p>c. Identify any deviations that emerge in a policy in the plant and make suitable recommendations to the corporate on the same</p> <p>d. Introduce the concept of “learn while earn”, through initiatives like health awareness trainings, safety month, social plays, etc.</p> <p>e. Keep “Ear to Ground” and proactively address people issues</p> <p>f. Take corrective & preventive actions to curb attrition in the plant</p> <p>g. Is a coach and mentor to the employees</p> <p>h. Is ready to share information and lead by example</p>	35%
<p>2.3. Statutory Compliance to follow law of land and avoid any legal damage</p> <p>a. Ensure timely compliance with statutory requirements</p> <p>b. Supervise timely filing of returns/renewal of certificates</p> <p>c. Ensure that all registers are complete and maintained</p>	10%
<p>2.4. Liaison with external bodies</p> <p>a. Maintain proactive industrial relations and focus on avoiding any union issues in the plant</p> <p>b. Maintain networking relationship with external bodies (other organizations, legislative bodies), as a measure of building the brand image of the company</p> <p>c. Liaison with the legislative/statutory bodies for any critical issues</p> <p>d. Maintain liaison with search partners for intake of quality manpower</p>	10%
<p>2.5. Administration Master</p> <p>a. Monitor TIME office functions</p> <p>b. Monitor the HR related overheads in the plant</p> <p>c. Ensure timely MIS reporting</p> <p>d. Monitor administrative functions related to canteen, uniform, security and contractors</p>	5%

3. Critical Challenges

Taking quick decision and involvement of tact in order to address people management issues, managing and controlling factory HR operations, control HR issues like attendance and absenteeism and ensuring timely adherence to statutory compliance.

4. Unique Knowledge & Skills

- Up to date knowledge of the core HR processes, chiefly knowledge about IR
- Also keeps himself/herself abreast of the new developments in HR
- Ability to ensure that HR issues are addressed in accordance with the strategy and operational plans
- Networking skills
- Ability to persuade people to ensure that standards are met
- Good interpersonal and negotiation skills
- Is self motivated and also a team player
- Leadership skills
- Emotional Resilience

Hi-tech SUCCESS FACTORS

- Values
- Managing purpose and vision

5. Interface

Internal

- SBU Head
- Corporate Head HR
- All employees

External

- Legal Enforcement Bodies
- Search Partners
- Other organisations

6. Problem Solving & Decision Making

Provide solution to problem where there is a need to manage conflicting agendas, sensitivities and then decide in the best interest of the organization without creating potentially disruptive situations.