

Role Name				Executive/Section Head HR			
Role Description							
Role purpose				To carry out the Talent Management work as per process for T 7-Float, T 16-Arch and Float & Arch Sales (DSO) teams			
Reporting To							
Document created by							
Responsibilities							
Heads							
		KRA (Key Result Areas)		KPI (Key Performance Indicators)			
Talent Assessment		Skip Level Feedback		Finalizing The List Of Individuals (DH Level) Whom Skip Level Feedback Meetings Have To Be Conducted With Participant List.			
				Briefing About The Objectives ,Process, Role And Process Of Feedback Etc. .			
				Review Of Id And Competencies To Collect Feedback.			
		Preparation Of Calendar And Communication Through The Sending Schedule With The Participants And The Reporting Manager With Required Documents (Finalized Skip Level Feedback Form)					
		Stay Interviews		Finalizing The List Of Individuals whom stay interviews need to be done			
				Briefing about the objectives, process, Role to department heads.			
				Preparation Of Calendar and sharing with department head and the participants.			
				Communication to individual through mail with clear contention objective, Conducting interview as per finalized plan			
		Review of action plan					
Conducting Development Centre(for competency mapping)		Conducting DC					
		Assist in preparation of action plan on development need.					
		Review of plan on regular basis					
Succession Planning		Talent Review		Preparation of plan for talent review			
				Briefing plant head, department head about objective of activities, process ,his role etc.			
				Identification of critical position and critical person			
				Sharing the succession working documents with department head for which department/unit succession assessment and plan need to prepared. Briefing how to fill the working document, clarity on each parameter mentioned			
				Communicating the plans to the department heads			
		Report compilation and validation for the location					
		preparation of Action plan at location level					
Career Planning Discussion		Making and sharing the calendar					
		Career planning discussion with Critical person and Reporting head					
		Finalization of career path for individual					
Training & Development		Training Need Identification		TNI- Training need should capture the needs identified in Skip interviews, Stay Interviews, D.C, PMS, Skill Matrix, Succession Plan, Other changes, w.r.t Technology, Process, Organization Structure, Changes in internal & external environment(Rules etc.) etc.			
				Monitoring of Calendar and Preparation of Action plan for gap between Actual vs. planned			
Performance Management System		To issue appraisals forms to Staff and receive from their HOD's after the recommendation and submit to HO.		1. Adhere the timeline of PMS calendar provided by Corporate HR for PMS Process			
Manpower Planning		To plan human resource requirements in consultation with different functional heads so that it can be considered in Annual Budget.		Timeliness			
Talent Acquisition		To recruit and relieve the manpower (Staff / NEEM & Contract) on time as per company's plan and maintain as per budget.		1. Total number of NEEM / Contract manpower provided as per need basis. 2. Manpower budget vs actual 3. Follow up with Service provider agency for ontime payment & other issues. 4. Verify monthly compliances of contractor			
MIS & Analysis		Talent Management MIS		Monthly report on the TM initiatives			
				Weekly progress report on the TM initiatives on every Friday			
		Training MIS		Preparing annual training calendar for Vashi office in consultation with the respective stakeholders after the completion of annual appraisal cycle			
				Preparation of training Mandays Report ,Report of Effectiveness ,Gap report plan vs. Actual			
REQUIREMENTS							
Knowledge		HR Tools, Plant Safety		Experience (Number of years)		1-5 years	
Skills		Communication & Presentation skill, Talent Management, Negotiation Skill, Employee Engagement, etc.		Qualification		MBA/MA(Psychology) (preference)	
INTERACTION							
Internal		Customers			Other External parties/Vendors		