

Role Name	Section Head - HR	
Reporting to	Plant Head	
Role Description	Responsible for Talent Acquisition , Employee Development, Talent Management , HR - Operations and Manpower Cost Management	
Role purpose	To maintain Harmonious relations among staff with an objective to achieve company's goal.	
Document created by		
Responsibilities Heads	KRA (Key Result Areas)	KPI (Key Performance Indicators)
Talent Acquisition	To recruit and relieve the manpower (staff) on time as per company's plan	<ol style="list-style-type: none"> 1. Total number of manpower provided 2. Average Nos of days taken for close the requirement 3. Attrition rate 3. Negotiation with placement agency and candidate
Budgeting & Manpower Cost Management	To check and review AOP and MTP (Personnel cost) as per plan	<ol style="list-style-type: none"> 1. Variance analysis 2. Incorporation of all Assumptions 3. Timely submission of personnel cost budget
PMS	To execute Mid year and annual appraisal of staff as per time line in a CFT way	<ol style="list-style-type: none"> 1. Adherence of appraisal calendar 2. Distribution and acknowledgement of appraisal letters 3. Implementation of PIP policy
	Implementation of projects identified based on the findings of PMS effectiveness - PDCA (CFT)	<ol style="list-style-type: none"> 1. Plan V/s Actual 2. 10% improvement in PMS score
Talent Management	Adherence of TM calendar (Skip Level, Stay Interview, Development Centre, IDP, Assessment centre, Career planning etc.)	<ol style="list-style-type: none"> 1. TM MIS Plan Vs Actual 2. Timely completion of IDP's 3. Timely completion of career planning discussion
Improvement Projects	Execution of TEI and employee engagement as per plan - CFT	<ol style="list-style-type: none"> 1. 10% improvement in GPW score 2. Ensuring TEI score as per check list
	Execution of HR One module related to staff	<ol style="list-style-type: none"> 1. Ensure 100% accurate data base in HR one 2. To check as per BPF (Roles in HR One)
	PDCA on reduction of staff attrition	<ol style="list-style-type: none"> 1. Fortnightly review plan Vs Actual 2. Implementation of findings
	Implementation of HR policies w.r.t. staff as and when required	<ol style="list-style-type: none"> 1. To ensure proper communication to employees w.r.t. HR policies
MIS Reporting	To track, monitor and check various MIS (Personnel cost - QR, MME, Budget Vs Actual, Manpower, Staff Attrition, Monthly MD MIS, Plant and Unit MCM, Staff Payroll Input, Recruitment Tracker, Talent Management MIS etc.	<ol style="list-style-type: none"> 1. Zero delay in various MIS w.r.t. MIS calendar
Communication	To share the informations with employees	<ol style="list-style-type: none"> 1. Issuances of notices as & when required 2. Department's presentation for communication meeting 3. Monthly HR meeting with all departments 4. Implementation of monthly event calendar
HR Audits	To participate in various internal and external audits like customers audit, Govt. audit, ISO / TS / OHSAS etc.	<ol style="list-style-type: none"> 1. Timely closure of NC's and observations 2. To ensure proper documentation as per checklist
Seperation of Employee	To ensure timely separation formalities of staff employees as per checklist	<ol style="list-style-type: none"> 1. To conduct exit interview and share feedback with concerned department heads and take appropriate actions 2. To ensure separation of employee on account of retirement 3. To ensure timely F& F payment of exited employees
Documentation	To maintain files and documents of all employees(staff) and records related to HR Policies	<ol style="list-style-type: none"> 1. Number of Personal files not up dated 2. Number of issued notices and circulars not placed in records