

## Job Description of Chief Consultant – Human Resource Management

<b>Position:</b>	<b>Chief Consultant – Human Resource Management</b>
<b>Reports to:</b>	<b>Managing Director</b>

### Job Purpose:

Contribute to the organisation's strategic and operational goal achievement by provision of fully integrated and effective Human Resource Management services.

### Key duties and responsibilities:

- Derive a suitable Human Resource Management strategy and policy to support achievement of business objectives of the organization
- Collaborate with the Strategic Management Team in designing various strategies for business growth in the aspects that involve human element
- Collaborate with the management team in managing aspects such as Organisational culture, environment, employee satisfaction etc.
- Designing and implementing change management strategies for implementation of the strategies derived for better performance of the organization
- Design and implement Organisational Development strategies for satisfaction of the employees as well as achievement of organizational objectives
- Derive strategies for designing career development plans for the employees and building and ensuring sustenance high performance culture in the organisation
- Planning and implementing strategies for continuous measurement of employee satisfaction index and taking measures to improve employee satisfaction
- Plan strategies to promote performance culture in the organization, which include effective Performance Management Systems, rewards & recognitions and performance linked variable remuneration
- Ensuring adherence to the periodic Performance Management System
- Collaborate with Business Units for providing services in terms of deriving manpower resource planning and resource mapping for effective utilization of manpower resources
- Direct and implement strategies for timely recruitment of resources as per manpower planning both from internal as well as external sources
- Deriving career plan for each of the employee by carrying out competency mapping
- Collaborate with the Chief Consultants and Business Heads to Identify and plan training requirements of the employees of the organization for capacity building of the employees
- Deriving plans for succession planning by using measures of competency mapping and competency building initiatives
- Developing various benefit measures for employees to boost morale of the employees
- Plan strategies for employee engagement and motivating employees by implementing the same
- Establish standard systems and procedures in HR Practices for high quality service delivery to the internal customers

### **Skills Required:**

<b>General Skills</b>	<b>Functional Skills</b>
<ul style="list-style-type: none"><li>• Strategic Leadership</li><li>• Systems and processes building</li><li>• Strategic insight – OD</li><li>• Team Building</li><li>• Capacity building</li><li>• Collaboration and coordination</li><li>• Innovative problem solving</li><li>• Customer focus &amp; networking</li></ul>	<ul style="list-style-type: none"><li>• Information analysis and business intelligence</li><li>• Internal Communication</li><li>• Measure, Monitor - decision making</li><li>• Time management</li><li>• Project management skills</li><li>• Cross functional Skills</li><li>• Mentoring skills</li><li>• Change Management</li><li>• Competitive edge management skills</li></ul>

### **Qualification Required:**

- Any graduation with Post graduation in human resource management studies from an institute of repute
- Overall 10 – 15 years of experience in working as a Human Resource Management professional
- At least 5 years of experience in strategic human resource management role in any consulting organisation