

PEOPLE FUNCTION

Leader - Talent Engagement

Location | Bangalore

Position ID: LTE/PF

Role

The overarching purpose of this role is to excite and engage people in a manner where enabling conditions are created to help people realize their potential to the fullest. The purpose of the role is to lead a team that designs, implements and manages People policies and HR processes across the Foundation. (e.g. Performance systems, organisation design, compensation & benefits, recognition & employee satisfaction). This position reports to the Leader – People Function, Azim Premji Foundation.

Principal responsibilities:

- Support a diverse organization that is poised for rapid growth
- Create policies and processes that enable the people and the Foundation realise their potential and ambitions

Key Result Areas:

- To be an integral part of the Leadership team of the People function and contribute to strategy & direction of other functions of the Foundation
- To lead a team that:
 - Design & communicates people policies.
 - Runs compensation & benefits surveys periodically & defines Salary bands
 - Designs and runs effective recognition programs
 - Tracks, analyses and reports people metrics
 - Designs and manages a process that gives opportunities for people to grow
 - Designs, implements and manages the Performance management process
 - Ensures that a job description is in place for every job
 - Develops, executes and manages employee suggestion schemes
 - Supports the functions in planning and organising employee engagement events
 - Ensures employees are listened to & communicated well

- Designs and runs Staff Satisfaction surveys and facilitates action on critical areas of concern

Qualification and Experience

- MBA in HR or Specialisation in HR from a premier business school is desirable
- Broad HR experience of 12 - 15 years, with at least 2 years in 'talent engagement'
- Work experience in large, professional, reputed Indian organization (corporate or development sector)
- Led teams of at least 10 -15 people

Attributes & Personal Competencies

- Knowledge of people policies & processes followed in world-class organisations
- Strong interpersonal and communication skills
- Leadership
- Analysis & Decision making
- Conflict anticipation, prevention and resolution
- Most importantly, the candidate should have the passion to work in the 'Development sector' and the temperament to build a world-class HR organization