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## HR Consultants

### Position Description

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Position : Head/Business Partners

Location : Client Locations – Pan India

Experience : 4-10 years experience in similar roles

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### GENERAL ACCOUNTABILITY

The incumbent is responsible for all facets of Human Resources in terms of Recruitment, Compensation & Benefits, Associate Relations & Training for the Corporation.

### NATURE AND SCOPE OF POSITION

The Head of HR has a dual reporting relationship. He reports administratively to the CEO along with other support unit heads and the senior technical managers of the organization. Functionally the incumbent reports to the Head Consulting Practice at PACE.

The incumbent is responsible for fueling the growth of the Organization by staffing the technical teams within the lead times specified, based on the Annual operating plan and following the HR manual. The incumbent needs to plan, organize and conduct the selection process of prospective candidates, and based on the inputs from the line managers and his own assessment, needs to negotiate and fix the C&B for the selected candidates. In the process he also needs to market the Company to attract these candidates.

The incumbent is also responsible for all the C&B related issues; i.e. fair & justified salary revisions, promotions in the deserving cases, confirmation on time, appraisals in due period; within the policy guidelines laid out by the

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Corporate HR(C&B).The incumbent is also responsible for resolving all grievances pertaining to C&B in the unit.

The incumbent needs to carry out all the processes pertaining to AR; i.e. Joining Formalities, Exit formalities, Grievances and other benefits administration; within the guidelines laid out by the Corporate HR(AR).The incumbent is expected to maintain all personal records of the associates of the Organization

The incumbent is responsible for facilitating the training needs

Decisions that are taken by the incumbent include hire decisions on getting technical clearance from the technical panel, profiling and fitment of associates in the Organization's hierarchy

### SPECIFIC ACCOUNTABILITIES

1. Contribute to the productivity & growth of the Organization by providing manpower at all levels of requisite quality within budgeted cost, through manpower planning, recruitment drives, inter-project transfers and negotiation with Corporate Office for release of trainees - conforming to the HR-Rect manual.
2. Assisting Top Management in Performance Management and retention of associates through timely & proper implementation of Performance Assessment System, Salary hikes, Awards & Rewards scheme
3. Assist in Planning and Decision making by providing timely and correct manpower information to heads and other user Departments through maintenance and update of HRIS database
5. Ensure a productive work environment through proactive sharing and communication of policies and grievance handling/exit management.