

Vacancy Note: Recruitment of Manager HR, June -2022

Job Title : Manager HR
Reporting To : Chief Executive Officer
No. of Vacancies : 1
Location : Delhi

Vision, Mission and Values

Vision

We believe in a world where no child ever has to live on the streets.

Mission

We create and enable sustainable change in the lives of children living on the streets.

We do this in three ways:

- 1) On the streets - We seek to reach a child on the streets before abusers, drug dealers and traffickers do. Finding them shelter, food and support is the first step.
- 2) In communities - We work with families, neighbours and wider communities to raise awareness, change perceptions and to help all children get the support they need to stay safe.
- 3) With Governments - If the system doesn't change, nothing does. We lobby governments, pressurise and campaign until we get the policy changes that keep children safe, well and off the streets forever.

Values

Effectiveness - Our work is constantly judged on results and impact and then assessed to ensure maximum return on investment, both in our programme outputs and financially. Every penny of donors' money is invested with care and attention to detail.

Innovation - We think outside the box and are constantly reviewing our work to find new and improved ways of doing the best for our beneficiaries. We are a leader, not a follower and constantly push ourselves to deliver sector leading work.

Bravery - We are not afraid to push the boundaries, ask the tough questions, try new things or challenge the norm in order to change the world.

Honesty & Integrity - We will always act with integrity towards our supporters, partners and peers, acting in the best interests of our beneficiaries at all times.

Job Purpose

The position is expected to guide and manage the overall provisions of human resource services, policies and programmes for RCI. The incumbent designs and leads Human Resource practices and objectives, which enables employee oriented and high-performance culture that emphasizes empowerment, quality, productivity and result orientation.

Key Responsibilities

(A) Strategy:

- Support formulation of HR strategy & budget for RCI along with the Chief Executive Officer.
- Responsible for formulation and revision of all HR OD policies of the organization and ensuring its compliance.
- Partner with functional heads on key HR policies and interventions.
- Lead implementation of the Performance Development and Management Policy (PMS) and its review as may be needed from time to time.
- Conduct Periodic Job Analysis exercise in consultation with CEO and share recommendation based on analysis and insight.

(B) Operations

- Ensure that the organisational culture is healthy and dynamic with staff having high levels of engagement and working in line with our values.

(1) Creating high performance culture:

- Develop and maintain close working relationships with all team members. Stay abreast of organization's objectives and initiatives and align HR services to achieve organisation objective.
- Provide guidance to Employees & Partner Ngo(s) on HR policies and procedures interpretation, employee relations issues, and conduct investigations in response to employee complaints and concerns to determine the best course of actions.
- Review and streamline processes as well as technology to enhance employee' experience. Undertake and deliver projects as required with focus on new HR initiatives.
- Working with Compensation and Benefits specialists, provide advice to the management on employee's remunerations, ensuring consistency and transparency, both internally and within the sector.
- Manage the annual salary review process with Employees, ensuring an excellence in advice; and challenging managers on decision making, enabling employees to be recognized and treated fairly.
- Provide advice where necessary to SMT on benefits and remuneration. Ensure managers, colleagues and RCI employees at all locations understand the company's compensation and benefits philosophy, policies and programs.
- Ensure all HR related statutory compliance including POSH, PF, ESI, Gratuity etc.

(2) Organizational Development/Change Management/Learning & Development

- Support structural change initiatives by the provision of expert HR advice on the structures required to meet the business needs and the process to be followed to manage change. Assist to develop and

implement change management processes with Employees to promote, build, cultivate and sustain a high-performance culture.

- Advise and assist key leaders to address any issues in relation to the transition of changes, the impact of changes and communication with sensitivity .
- Play an active role in the Succession Planning process by ensuring up-to-date Leadership profiles for those at Manager Level and above. Feed into the overall RCI plans and ensure follow up as necessary
- Assist in identifying learning and development needs in RCI and in delivering training workshops to address those needs in conjunction with or under the guidance of learning and development resources

(3) Recruitment, onboarding and induction

- Develop and revise job description as may be needed from time- to time
- Work with relevant partners in the team on workforce planning budgets, determining departmental structures and reporting lines. Support managers with designing roles, responsibilities and appropriate remuneration. Work as a business partner in determining selection of candidates, attending interviews and supporting decision making where appropriate.
- Provide guidance to managers on candidates to assist in ensuring that RCI has the most suitable employees in place
- Oversee and lead the recruitment, onboarding and induction processes ensuring that they are consistently adhered to, including the correct authorization procedure prior to recruitment
- Continuously review effectiveness of recruitment methods and agencies and recommend/take necessary action.
- Ascertain timely staff confirmation, contract renewals.

(4) Employee Relations

- Design and implement annual employee survey and support the Chief Executive Officer in developing an improvement plan based on the output.
- Attend to any formal disciplinary or grievance situations as required, following company policy
- Ensure accurate and timely process in respect of preparation, investigation, attendance at meetings, follow up and ongoing monitoring of grievance issues
- Keep informed of and interpret employment legislation and ensure all Employees groups are kept up to date with amendments to relevant Employment legislation - minimizing risk to RCI's work.
- Liaise with internal and external stakeholders and line managers on any complex proposed/requested changes to contracts, terms and conditions, etc. balancing legislation with operational and business needs

(5) Management Information System

- Manage online HRIS (Human Resource Information) system and ensure up to date employee detail
- Prepare MIS and dashboards for various HR processes

(C) Financial management

- Ensure adherence to HR budgets for RCI

Expected competencies:

- 12 years of minimum experience in Human Resource with at least 3 years of managerial experience.
- Strategic Partnering - Effective collaboration with Business Leaders to drive and achieve business goals through efficient and effective use of employee skills and abilities, leveraging enterprise HR programs across geographies, Align HR strategies with Business requirement.
- A keen Planner, Strategist & Implementer with experience in business HR delivering analytical solutions to business processes.
- Proficient in managing end to end support on various HR Processes impacting an employee life cycle.
- Have good understanding and hands on experience on Key HR Verticals; On-boarding, Separations, Analytics, Performance Management, Career Pathing, Compensation, Employee Engagement, Employee Grievances and Disciplinary.
- Skilled in encouraging healthy employee - relations in the organization, motivating and promoting employee involvement in various learning & development activities.
- Proven experience in HR Analytics, Employee Relations, HR Partnering, People Management and Business Operations.
- Strong analytical skills with hands on experience on database management and Presentation application [Microsoft Power point]
- Ability to communicate effectively with people at all levels of organization
- Ability to lead and work with minimal supervision

Expected attitude:

- Commitment towards working on the cause of children in difficult circumstances
- Conduct yourself in accordance with the rules of 'Child Safeguarding Policy' and 'Code of Conduct Policy' in your Professional and Personal life-which includes reporting suspicions of child abuse or any breach of these policies
- Uphold and work within Railway Children's policies and procedures.
- Actively promote and embody Railway Children's core values of Integrity, Bravery, Innovation and Effectiveness across the organisation and partners.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

- **Additional attitude (s)**
As per Job Description

Job Reference:

'MGR-HR_RCI'

To Apply:

The eligible candidates may send their application along with a cover letter at careers.india@railwaychildren.org.in by July 10th, 2022. Please mention 'job reference' in subject line of application. Applications received without correct subject line will not be reviewed.

'At Railway Children we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children are recruited. This post is subject to a range of vetting checks including police verification.'

Due to the high volume of applications often received, only those found suitable for the role will be contacted.