Total Rewards & Analytics

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| **Grade Eligibility** | Senior Executive | **Designation** | Senior Executive - Human Resources |
| **Reporting to** | Lead - Total Rewards and Analytics | **Location** | Head Office, Mumbai |
| **Function** | Human Resources | | |
| **Job Purpose** | Take the next big leap in your career; be an integral part of a rapidly growing organisation to leverage analytical tools and techniques for generating actionable people insights; maintain full compliance with applicable labour laws; and ensure industry leading employee experience to the employees. | | |
| **Role** | The incumbent will be accountable for the following critical areas for Pan-India employee base: -  HR Analytics (40% bandwidth):   * Use data and analysis to build MIS and dashboards related to people and productivity metrics for Management Committee members * Ad-hoc analysis to develop meaningful insights for solving business problem statements * Own HR QlikView dashboard for Godrej Capital, ensure the maximum usage to reduce manual intervention * Help Godrej Capital develop and utilise predictive analytics capability in critical areas such as attrition, performance etc.   Legal Compliance (40% bandwidth):   * Accountable for 100% compliance with applicable labour laws by working closely with vendors and in-house resources * Periodically liaison with appropriate government bodies and officials to maintain relationships and navigate labour law related changes * Implement latest amendment and notification pertaining to labour and employment law at an organizational level * Periodic audit of the compliance health and proactive resolution of concern areas   HR Operations (20% bandwidth):   * Drive and closely monitor activities and associated SLAs related to joining and onboarding across Pan-India offices * Ensure industry leading employee experience by working closely with in-house teams and vendors | | |
| **Qualification & experience** | Mandatory Qualification – MBA / Post Graduation in HR with 12 to 36 months of relevant experience | | |
| **Essential skills** | * Understanding of advanced analytics and predictive analytics * Good with data visualization and has excellent communication skills * Analytical / problem solving capability with ‘can-do’ attitude * Understanding of latest labour law & statutory compliance landscape * Domain knowledge of human resources and people processes * Ability to work in ambiguous situations with an open mind * Independent self-starter with ability to multi-task * Display high degree of empathy and influencing with employees, vendors, government officials etc. | | |
| **Nature of role** | Individual contributor.  Involves periodic travel to regional offices, government bodies and officials (as and when required)  Hybrid ways of working – WFO & WFH  Base location – Mumbai | | |