Job Description – Manager HR Operations & Technology

Designation	Manager HR Operations & Technology
Department	HR
Location	Prayagraj / Mumbai
Employment Type	Renewable Full Time Employment Contract
Report to	Head – HR and Admin
Positions reporting to this role	State HR

Organization Background

Established in 2007, Educate Girls' is a non-profit that focusses on mobilising communities for girls' education in India's rural and educationally backward areas.

Strongly aligned with the 'Right to Education Act' or the 'Samagra Siksha', Educate Girls is committed to the Government's vision to improve access to primary education for children, especially young girls.

For further details about organization please visit www.educategirls.ngo

Our Values

Gender Equality	Being able to treat people equally irrespective of gender
Integrity	Possess the ability to "know and do" what is right
Excellence	Being outstanding or extremely good, striving to lead by performance excellence
Collaboration	Working effectively and inclusively with a range of people both within and outside of the organization
Empathy	Being able to understand and share the feelings of another and use that understanding to guide our actions

Our Competencies

Strategic Thinking – Think big yet act focused	**Taking Ownership** – Feel responsible & accountable	**Analytical Thinking** – Stay true to your data
Developing Talent – Growing and taking people together		**Ensuring Alignment** – Think differently but work together

Job Profile

This role will support the key stakeholders in HR Operations, Compliance & Technology across regions. The role incumbent will have overall responsibility for driving and institutionalizing HR best practices in HR Operations, Compliance & Technology in collaboration with the respective HR Business Partners and Functional stakeholders. The role incumbent will need to develop deep knowledge of the best contemporary practices in Compensation & Benefits, Compliance & In-house Technology.

Areas of Responsibility

- **HR Operations**
  - Ensure the timely processing of monthly payroll related information and Full & Final settlements as per timelines.
  - Ensure that the Annual Increments, Bonus and Spot Awards is effected and disbursed within timelines.
  - Liaison with Internal and external partners in the resolution of any payroll problems/concerns.
  - Process owner for all Record Management pertaining to Employee's Personnel Files, Attendance Data, Leave Data, Salary payments etc. during the employee lifecycle.
  - Ensure proper documentation and Records Management across Employee Life cycle.
  - Ensure entitlements and statutory pay out to employees is done as per SOP and TAT.
  - Responsible for all Payroll & Statutory Compliance requirements.
  - To manage and conduct all Employee Relations procedures and provide support to HR Business Partners on disciplinary, grievance, performance management and redundancies, conducting Exit interviews, coordinating the employee's exit from the firm and tracking status of full & final settlement .
  - Monthly meetings with business stakeholders

- **Compensation & Benefits**
  - Conceptualize and Develop the Compensation & Benefits Strategy and Operational Plans keeping in context compliance requirements that translates into medium and long term implementation.
  - Analyse compensation policies, government regulations, and prevailing wage rates to develop competitive compensation plans.
  - Coordinates and provides guidance to put up proposals to the management for compensation change reviews based on competitive market data and emerging trends and industry practices.
  - Design, evaluate and modify benefits policies to ensure that existing programs are current, competitive, and in compliance with legal requirements.
  - Devises and recommends initiatives in the area of compensation for long term retention of talent with clear cost-value and benefits.
  - Ensure updated and robust compensation data for all positions for reference at the time of making an offer to new candidates.
  - Prepare and distribute written communication to inform employees of benefits, compensation and HR policies.
  - Provide accurate data for participation in any Compensation Benchmarking Survey.
  - To support and influence change management to ensure internal HR Transformation.

- **Compliance Management**

- Responsible for ensuring that all compliances including labour law compliances and under Shops & Establishment as applicable are complied with.
- Undertakes an internal audit to determine the level of readiness of the function in meeting the various statutory requirements.
- Responsible for ensuring that sensitization sessions are conducted for internal stakeholders on various labour laws either by self/external facilitator and guidelines are followed across employee life cycle.
- To play a lead role in creating content, e-learning, and other training materials that will impact knowledge changing training using various modes of learning.
- Undertake meetings with Function Directors, Region/District managers, Block Officers, Field Coordinators, Focus groups, and arrange for sensitization sessions to help bridge knowledge gaps.
- Ensure an empanelled list of Consultants who could partner and offer Compliance solutions. Negotiate with Empanelled Consultants for best offers.
- Budget Management

- **Policies and Protocols:**
  - Ensures HR policies, systems and processes are in place in consultation with the leadership team. Develops new policy initiatives to align these with the needs of the changing market place.
  - Ensures that the key features of the policies and procedures are communicated and understood by the employees and becomes a part of the Induction Process.

- **HR Technology**
  - Process owner of the HR Technology being used within the organization – and ensure that all respective modules are well integrated and seamlessly used within the Organization.
  - Work closely with HR Business partners and function stakeholders to create a welcoming on-boarding experience on HR Technology for the new hires with the orientation capsule.
  - Work with Operations Team to integrate PMS Software to ensure timely payouts of TA/DA as per policy.

- **Management Information/Reporting**
  - Monthly/Annual MIS to be prepared as per function/region requirements.
  - Need based MIS for Vertical Heads on elements like Costs, Recruitment, Attrition, Wage bill run rate, Referral Incentives etc.
  - Active Employee List and Exit tracker management
  - Align with HR Business Partners and Centres of Excellence to set up consistent dashboards.
  - Proactively conduct a range of analysis and provide recommendation for improvement across areas.
  - Reviewing risks and demonstrates a quality focus to mitigate errors.

Education Background

Post Graduate Degree in Human Resource. Certifications in Labour Laws Compliance and Rewards Management will be an advantage.

Work Experience

Minimum 7-8 years of progressive experience in Compensation & Benefits and Operations and Compliance. Knowledge of in-house ERP will be and added advantage.

Skills Set

- **Soft skills:**
  - Results orientation
  - Process orientation
  - Relationship management
  - Change management
  - Effective listening
  - Collaboration

- **Technical skills:**
  - Numeracy and ability to analyze quantitative and qualitative data
  - Very well versed with MS Office _ WORD, EXCEL & POWERPOINT, Google Sheets, etc.

Travel requirement

Should be open to travel across rural belts of Rajasthan, MP, UP & Bihar.

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."