

## **Head HR & Administration Kharagprasad village, Dhenkanal district, Odisha**

Nava Bharat Ventures Limited (NBVL) an INR 28 billion diversified business organization with interests in power generation, Ferro alloys, mining & health care having its manufacturing facilities and its subsidiaries in Asia and Africa, is looking for an experienced Human Resource professional to lead the HR & Administrative functions located at Kharagprasad, Dhenkanal, Odisha.

The company has track record of more than four decades of successful operations. The core values comprise conservation of energy and natural resources, environment protection, workplace excellence, maintaining high standards of operational efficiency, nurturing and retaining talent and community development around the manufacturing facilities with initiatives focusing on health, education and livelihood.

### **Position Description**

To lead the overall implementation of HR policies in the works to ensure emergence of HR function as a strategic business partner thus contributing towards vision and mission of the group and drive Industrial and Employee Relations with ZERO concerns.

### **Roles & Responsibilities**

- Ensure and deliver the HR practices and processes namely organizational design, compensation & benefits administration, employee's performance management, training and leadership development, and Succession planning, talent acquisition, Employee Engagement etc. aligned with the business and organization goals.
- Develop, deploy, and drive effective and impactful HR systems and process.
- Evaluate and Drive Organization Structure, Designs, Manpower forecasting, AOP & Annual Budget, Business HR strategies.
- Be strong partner and collaborator with Business and CO leadership team, achieve business strategies and goals.
- Be a champion in driving and ensuring the functioning and administration of Welfare activities (Township, Canteen, welfare committees etc..) with a value for money.
- Establish and drive the culture of innovation & Creativity and with clear metrics and deliverables to maximize the benefit to organization and employees.
- Be a role model and ensure harmonious industrial relations with objective deliverables by way of proactive engagement with union / workmen representatives to drive organization efficiency and productivity with zero concerns.
- Deployment, effective management of outsourcing employee/workmen and ensure the compliances of statutory records, provisions as per various acts of Indian Labor Laws.
- Identify, recommend, and facilitate the deployment of employee relation practices, establish a positive employer-employee relationship, and promote a high level of employee morale and management.
- Establish and drive platforms for efficient functioning of grievance handling system for both internal and external stakeholders of the organization

- Liaisoning with various government officials (ESI, PF, Factory and other applicable Dept. authorities).
- Create IR related awareness and setting up trainings, seminars, safety, health camps and other welfare measures for contract workers at site to maintain amity relations.
- Intelligence and keep track of peer industries issues & other local areas and ensure preventive actions.
- Business HR reviews with objective approach, MIS, and dashboards.
- Be a Coach, guide to HODs, Managers and Team members.

### **Reporting Relationship**

- Reports functionally to CHRO and administratively to the Head (Works)

### **Minimum Requirements**

- A Postgraduate in Industrial Relations & Personnel Management/Human Resources Management with 20 plus years of experience in HR, IR & Admn. In a manufacturing / utility (power plants, Cement, Ferro alloys) industry, out of which 5-6 years as Head of the Department.
- Be a Team leader and team player, with good articulation.
- Strong in internal and external stake holders' management, leveraging the Network.
- Well versed with contemporary HR processes (Talent Management process and tools).
- Exposure in handling unions, bipartite /tripartite wage agreements. Thorough knowledge and exposure to Labor Laws. (Domestic inquiries, conciliation proceedings, settlements and other disciplinary actions, Union Negotiations)
- Well versed with ERP /SAP, MS office
- Influencing and convincing with attitude of perseverance.
- Read, write, and speak English & Hindi fluently.
- Shall stay with family in Company's Colony.

### **Application Procedure**

Interested candidates with requisite qualification & experience can submit their CV along with soft copy of their passport size photograph to [hr@nbv.in](mailto:hr@nbv.in) . While submitting the CV, please mention the subject line as "Head-HR& Admin, Kharagprasad village, Dhenkanal district, Odisha".