

Vice President / Chief (Industrial Relations)

Department Human Resource Management **Grade** I-B/I-C

Requirements

Education Qualification	Graduation (full-time) with MBA/ PGDM / PG or Masters in PM&IR/MHRM/MSW/MLW or any equivalent post graduate management course in HR or IR from a reputed University. LLB (Labour Laws) shall be an added advantage.
Experience	Minimum 18 years of relevant experience
Age	Not more than 50 years as on 02/01/2019.

I. Overall Objective

The recruit shall be responsible for maintaining harmonious industrial relations and discipline within the company, complying with statutory laws, grievance redressal & handling, execution of long-term wage settlement and handling litigations pertaining to labour law.

II. Roles & Responsibilities**a) Strategic Roles**

- Formulate negotiation strategies for collective bargaining with unions integrated with the business plan and overall vision of the organization
- Devise strategy to minimize litigations
- Support top management in culture building, driving organizational values and implementing new strategic IR initiatives.
- Provide change management support to the organizational functions, in light of initiatives.

b) Statutory Compliances & legal matters

- Oversee IR related activities to ensure complete compliance to statutory labour laws and service rules/ standing orders in plant.
- Monitor process of committee formation/ working to ensure the formations and smooth working of the various statutory committees like canteen committee, works committee, etc.
- Oversee disciplinary action process to ensure appropriate and timely disciplinary action is taken in cases of employee indiscipline.

- Monitor the court cases GSFC is involved in and track the proceedings of the cases on a regular basis
 - Attend IRC meetings/ judicial forums/ courts as per requirements
- c) Harmonious Industrial Relationship Management**
- Monitor industrial relations at plant and promote harmonious relations with the union, workers, etc.
 - Manage industrial disputes at manufacturing unit, with least impact to production and related units
 - Assist in the collective bargaining process with the union and provide inputs for long term settlements with them
 - Oversee documentation process to ensure timely maintenance of documents of correspondence with unions and relevant documents for the long term settlements
- d) Staff safety and grievance handling**
- Oversee re-dressal process to ensure timely attendance to queries/ concerns/ grievances of employees and address their concerns and grievances
 - Conduct site inspections for manufacturing unit to ensure that the workers are getting healthy and safe working conditions
- e) Time Management**
- Oversee the smooth functioning of time office and gate office
- f) Improvement and Innovation:**
- Initiate action to improve relationship with key stakeholders
 - Put in place a process for handling employee grievances/ concerns objectively
 - Monitor timelines to ensure implementation of corporate initiatives in area
 - Has awareness of relevant SAP modules
 - Recommend initiatives to improve departmental procedures and SOPs (e.g. fortnightly tracking of returnable gate passes)
 - Impart training on functional knowledge and corporate initiatives to new recruits in the team.
- g) People Management**
- Identify and nominate team members for suitable skill enhancement programs or growth/ development opportunities
 - Coach and assist in developing a strong second line
 - Participate in the PMS process to ensure goal setting and performance appraisal of team
 - Monitor day to day activity to ensure timely completion of work, overtime, leave etc
 - Coordinate and ensure effective inter/ intra-department conflict management
 - Monitor workload to ensure fair distribution of workload/ assignments.

Key Performance Indicators

- Timely documentation and process adherence
- Timely initiation of disciplinary proceedings
- Staff satisfaction index (in conjunct with HR)
- Timely attendance to grievances/ queries/ concerns
- Process improvement effected due to proposed changes in process
- Y-o-y increase in internal customer satisfaction (in conjunct with HR)
- Number of cases of non-compliance
- Adherence timeline for to implementation of policies.

III. Required Skills

- Leadership;
- Strategic vision;
- Analytical Skills;
- Excellent communication and presentation;
- Problem Solving;
- Cost Consciousness;
- Negotiation & Conflict Management;
- Flexibility;
- Experience of complex union negotiations / consultations;
- Experience of executing Long-Term Wage settlement.

IV. Location

The job shall be currently based at Baroda. However, the recruit may be transferred or deputed to any of the departments, company's establishments, associated organizations, anywhere in India or abroad, as and when required by the Company.

V. Reporting

The selected candidate will be reporting to the Head of HRM at the company.

VI. Remuneration

Shall commensurate with skills, experience and market trends.

VII. Additional Information

The recruit shall be required to execute a Service Agreement to serve the Company for a period of 3 years. In case of breach, recruit shall be liable to pay the Company an amount of Rs.1,00,000/- (Rupees One Lakh only) in lieu of liquidated damages.