Job Description

About BITS, Pilani	**Birla Institute of Technology & Science, (BITS Pilani)** is an Institution declared as Deemed to be University under **Sec. 3** of the **UGC Act** in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry/Service	Higher Education
Post/Job Title	**Manager – HR (Central HR Team)**
Job Purpose	The incumbent shall be required to Co-ordinate for effective implementation of HR Policies, Interventions and Initiatives pertaining to Faculty & Staff across the Institute including hiring of Institute wide positions, MIS, Process Audit and reviews & work towards attainment of Institute Objectives.
Job Type	Regular, Full time
Reporting to	**Head HR**
Will also work very closely with	Internal – Deans, Associate Dean, Head of the Departments, Campus HR Managers, All officers of the Institute for their requirements. External – Other educational Institutes and Professional Bodies, Recruitment agencies.
No. of positions & Job Location	**One Position. Mumbai.**
Principal Accountabilities & Responsibilities	• Assist Head HR to Plan, lead, develop, coordinate, and implement policies, processes, to support the organization's human resource compliance and strategy needs. • Coordinates with the other Campus HR Managers in administration of human resource programs including, compensation, benefits, leave, performance and talent management and training and development. • Support HR Head in Identifying staffing and recruiting needs; develop and executes best practices for hiring and talent management. • Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) • Monitors and ensures the organization's compliance with employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance. • Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to employees.

Principal Accountabilities & Responsibilities	- Communicate and ensure consistent interpretation of policies and processes across the campuses. - To support in tracking of critical HR metrics pertaining to talent acquisition, campus hiring and employer branding on a regular basis and highlighting discrepancies; - Maintenance of relevant HR MIS dash boards - Support in development of additional modules in the HR campus solutions ERP module - Providing periodic reports to stakeholders as may be needed.
Qualification and Personal Profile	Graduate, preference will be given to Management Graduates with 4-7 years of experience in the field of Human Resources.
Other Skill and Ability Requirements	- Knowledge of HR processes such as Recruitment, Onboarding, Performance Management System, Training & Development etc. - Hands on experience on relevant ERP modules (PeopleSoft / SAP). - Communicating with impact, Relationship management skills, Process orientation, People management skills
Remuneration	Rs 12 to Rs 14 Lakhs per annum (inclusive of all benefits) commensurate with experience and expertise and meeting the eligibility criteria.
Tenure:	Term of appointment is for 3 years and will be renewed based on satisfactory performance review against the goals set.