

Human Resource Manager

QUALIFICATIONS:

- Any Graduate/ Post Graduate / MBA in HR

EXPERIENCE:

- 08 to 10 years of exposure working Human Resources with well know brand, with proven skill set in Human Recourses, sound technical knowledge of the HR Compliances & Audits functions.

JOB SUMMARY:

The Human Resources Manager will report directly to the property Cluster General Manager, with a dotted-line (functional) reporting to the Assistant General Manager Human Resources (Chalet Hotels Limited – Corporate Office) and will be an integral member of the property LST committee. As a member of the Human Resources organization, he/she contributes a high level of human resource generalist knowledge and expertise for a designated property. He/she will be accountable for talent acquisition, succession/workforce planning, performance management and development for property employees, using technology efficiently, and coaching/developing others to help influence and execute business objectives in the most efficient manner. He/she generally works with considerable independence, developing processes to accomplish objectives in alignment with broader business objectives. Additionally, he/she utilizes a Human Resource Business Plan aligned with property and brand strategies to deliver HR services that enable business success. Following is it job description but not limited to.

KEY ROLES & RESPONSIBILITIES:

Managing the Human Resources Strategy

- Executes and follows-up on engagement survey related activities.
- Champions and builds the talent management ranks in support of property and region diversity strategy.
- Translates business priorities into property Human Resources strategies, plans and actions
- Implements and sustains Human Resources initiatives at the property.
- Coordinates the human capital review process at property(s) and leads succession planning activities on property and in the market, as appropriate.
- Leads the assessment of property(s) leadership pipeline through the human capital review process and assists with follow-up.
- Creates value through proactive approaches that will affect performance outcome or control cost.
- Monitors effective use of HR by property managers and employees.
- Leads and participates in succession management and workforce planning.
- Responsible for Human Resources strategy and execution.
- Serves as key change manager for initiatives that have high employee impact.
- Attends owners meetings as a member of the property LST team and provides meaning or context to the Human Resources results (e.g., retention statistics, critical open positions,

employee satisfaction, and training initiatives and results); and demonstrates an understanding of owner priorities.

- Supervises one or more on-property Human Resources, as well as market-based Human Resources Specialist type resources where appropriate.

Managing Staffing and Recruitment Process

- Analyses open positions to balance the development of existing talent and business needs.
- Serves as coach and expert facilitator of the selection and interviewing process.
- Surfaces opportunities in work processes and staffing optimization.
- Makes staffing decisions to manage the talent cadre and pipeline at the property.
- Develops staffing strategy (in collaboration with hiring manager) relating to hiring practices; consults with hiring manager on compensation, benefits, etc.
- Monitors sourcing process and outcomes of staffing process.
- Ensures managers are competent in assessing and evaluating hourly staff.

Managing Employee Compensation & Strategy

- Remains current and knowledgeable in the internal and external compensation and work competitive environments.
- Maintain the records of HR MIS for monthly meetings
- Ensuring the Payroll, Full & Final, Employees dues are paid on time with accuracy
- Leads the planning of the hourly employee total compensation strategy.
- Champions the communication and proper use of total compensation systems, tools, programs, policies, etc.
- Participates in quarterly internal equity analysis; reviews internal equity reports and surface issues needing resolution.
- Creates and implement total compensation management packages/offers, particularly recognition and incentive programs directed towards property priorities.

Managing Staff Training & Development Activities

- All the required training & development at the properties to be conducted within the timeline.
- Rolling out monthly, quarterly, half yearly training plan with property & HO team
- Ensures completion of the duties and responsibilities of the Human Resources staff members, as outlined in applicable job description(s).
- Ensures Human Resources staff is properly trained in all employee-related human resource information to appropriately respond to property employees.
- Serves as resource to Human Resources staff on employee relations questions and issues.
- Continually reinforces positive employee relations concepts

Managing Legal and Compliance Practices

- Ensures employee files contain required employment records, proper performance management and compensation documentation, are properly maintained and secured for the required length of time.
- Ensures compliance with procedure for accessing, reviewing, and auditing employee files and ensure compliance with the Privacy Act.
- Ensures medical records are maintained in a separate, secure and confidential medical file.

- Facilitates random, reasonable belief and post-accident drug testing process (in properties where applicable).
- Communicates property rules and regulations via the employee handbook (online).
- Ensures all safety and security policies (e.g., property removal, lost and found items, blood borne pathogens, accident reporting, and hygiene) are communicated to employees on a regular basis through orientation, property meetings, bulletin boards, etc.
- Represents Human Resources at the property Safety Committee; helps to identify ways to create awareness of the importance of safety in the workplace and decrease accident frequency and severity.
- Manages Workers Compensation claims to ensure appropriate employee care and manage costs.

Maintaining Employee Relations

- Assists in maintaining effective employee communication channels in the property (e.g., develops daily communications and assists with regularly scheduled property-wide meetings).
- Arranging employees engagement activities
- Reviews progressive discipline documentation for accuracy and consistency, and checks for supportive documentation and is accountable for determining appropriate action.
- Utilizes an “open door” policy to acknowledge employee problems or concerns in a timely manner
- Ensures employee issues are referred to the Department Manager for resolution or escalated to the Human Resources Department.
- Partners with Loss Prevention to conduct employee accident investigations, as necessary
- Communicates performance expectations in accordance with job descriptions for each position

REPORTING TO:

- Cluster General Manager
- Dotted-line (functional) reporting to the AGM- HR (Chalet Hotels Limited – Corporate Office)

LOCATION

- Vashi – Navi Mumbai

WEBSITE:

- www.chalethotels.com