

JOB DESCRIPTION

Position Title	GM/Sr. GM – L&D and Talent Management
Company	Gujarat Fluorochemicals Ltd.
Grade / Level	Level – III
Division / Department	GFL

1. JOB PURPOSE

To ensure deployment of HR and Training and development systems and processes at the plant site, HiPo Identification and development, Learning Management, Talent Development.

2. ORGANISATIONAL CHART

This position shall report to Head – Group Corporate HR .

3. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities	Key Performance Indicators
Training	<ul style="list-style-type: none"> ▪ Identify and assess future and current training needs through job analysis, career paths, annual performance appraisals and consultation with line managers. ▪ Drive Skill-Will framework and plan and execute training programs. ▪ Draw an overall or individualized training and development plan that addresses needs and expectations. ▪ Develop Training Modules and conduct periodic test to measure skill improvement. ▪ Conduct effective induction and orientation sessions. ▪ Monitor and evaluate training program’s effectiveness, success, and ROI periodically and report on them. ▪ Manage training calendar & training budget. 	<ul style="list-style-type: none"> ▪ % compliance to Training plan and subject plan. ▪ % Improvement in skill score
Learning and Development	<ul style="list-style-type: none"> ▪ Drive and Coordinate all Development activities as per HR guideline. ▪ Identify HiPo at all levels as per the Talent Development Template and ensure implementation of identification process – Development Centre, 360 degree, etc. ▪ Designing leadership development programs, in collaboration with business leaders and external agencies to build talent as per the talent pipeline requirements. ▪ Development of IDP of HiPo Managers and ensure compliance. ▪ Design Development activities in coordination with Location HR Head and Corporate HR ▪ Ensure that IDP are made and operationalized on a time bound manner. ▪ Drive Mentoring and Coaching Programme. ▪ Conceptualizing e-learning solutions (self-paced learning) and LMS / LXPs. 	<ul style="list-style-type: none"> ▪ On time delivery of Learning and Development Initiatives ▪ % compliance of IDPs

	<ul style="list-style-type: none"> ▪ L&D framework and execution, Academy establishment, Learning Calendar. ▪ Capability Building, Creating L&D and Talent Development Strategy. 	
Succession Planning	<ul style="list-style-type: none"> ▪ Develop an integrated approach to succession management. ▪ Continually assess potential employee turnover. ▪ Provide a formal, written succession plan as a framework for succession initiatives. ▪ Develop written policies and procedures to facilitate knowledge transfer. 	<ul style="list-style-type: none"> ▪ % OTIF
Talent Management	<ul style="list-style-type: none"> ▪ Work on key programs including engagement, career development, Inclusion and Diversity and Well-being. ▪ Keep abreast of talent management best practices, determine where it would benefit employees and people leaders to recommend certain best practices and oversee their adoption. ▪ Support the execution of talent review and the succession planning process and readying of talent who will deliver our future. 	<ul style="list-style-type: none"> ▪ % OTIF
Enable organizational performance through people	<ul style="list-style-type: none"> ▪ Drive organizational performance through people by supporting Quality Circle, 6 Sigma, Kaizen initiatives. ▪ Assist in People Surveys and jointly work to design and implement score improvement interventions 	<ul style="list-style-type: none"> ▪ 100 % compliance to people engagement initiatives

4. SKILLS AND KNOWLEDGE

Educational Qualifications

Post Graduate in HR from a reputed institute.

Functional / Behavioral/ Leadership Skills

- Strong knowledge on HR processes – training design and evaluation, Leadership development, Performance Management
- Effective negotiation and people's skills to influence functional heads.
- Strong in Written and Oral Communication, Ability to effectively work with different teams and articulate an independent assessment of sensitive/critical organizational matters
- Influential skills to drive the long-term strategy within the organization
- Ability to manage multiple stakeholders and foster good relations
- Empathic listening and proactive engagement
- Ability to generate trust and confidence in Stake holders

Competency Required

Achievement Orientation	Collaboration	Practical Creativity	Leading and Developing Others
<p>Focus Resilience Passion for Excellence</p>	<p>Fostering Teamwork & Conflict Resolution Responsible Relationship Building Understanding & Influencing Others</p>	<p>Creative Thinking Pragmatic Behaviour Logical Reasoning</p>	<p>Holding People Accountable Providing Positive Feedback Coaching & Training</p>
<p>It means having the sustained energy and determination to set and work in a manner, so as to overcome obstacles and meet challenging results, by improving individual and organizational contribution. It is a concern for working well and surpassing a standard of excellence. The standard may be, one's own past performance, or an objective measure or a challenging goal one has set to improve the organizational results.</p>	<p>It means to work co-operatively as a member of a team, persuading and convincing others as well as integrating work with them, so as to achieve the common goals of the organization. It is the commitment is towards achieving team objectives, rather than own interest and facilitating team spirit, pride and trust among people. It is about understand other first and them to be understood.</p>	<p>It is the ability to create new ideas using a logical, systematic and sequential approach, which can be turned into realistic plans. For a successful business decision a minor incremental is not enough, having the ability to create innovative concept is a key imperative</p>	<p>It is taking initiative to train, motivate, coach and inspire others, by providing them an environment to increase their contribution and potential. It is the willingness to identify one's Knowledge, Skills and Abilities and Delegating them work, coaching them, so as to help them enhance their capabilities. It is about developing subordinated and leading them to become more productive</p>

Relevant and total years of Experience

20 years of experience in areas of HR (in large Industrial Organization) like petrochemical/ refinery / allied chemical plants.