

JOB DESCRIPTION

Position Title	Sr. Manager / Chief Manager – Compensation & Benefit , PMS & Rewards
Company	Gujarat Fluorochemicals Ltd.
Grade / Level	Level – IV
Division / Department	GFL
Location	Noida

1. JOB PURPOSE

Responsible to develop a good reward system aims to motivate employees to work hard & work smart in aligning their goals with the organizational vision. Working with the recent trend towards performance-related reward systems, designing that leads to greater rewards and motivation for those who contribute the most.

2. ORGANISATIONAL CHART

This position shall report to Head – Group Corporate HR .

3. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities	Key Performance Indicators
Performance Management	<ul style="list-style-type: none"> ▪ To drive Performance Management process at all levels. ▪ Educating people on Various PMS tools – Target setting, RC2 model, 9 box, Annual evaluation process, Normalization etc. ▪ Support line managers in PMS roll out. ▪ Facilitate Talent review meetings and normalization of ratings. ▪ Educate all line managers and employees on PMS and Competency framework. ▪ Lead the design and calibration of the PMS based on emerging business context, and complexity. ▪ Incentives and Recognition for all Plant & Corporate Location. 	<ul style="list-style-type: none"> ▪ On time completion of PMS.
Compensation & Benefits	<ul style="list-style-type: none"> ▪ Total Rewards Strategy & Surveys, Compensation Structuring, Pay Range Design & Employee Transposition, Job Analysis, Job Evaluation, Grading and Banding. ▪ Drive a performance orientated risk-taking culture, recognize & reward superlative performance. ▪ Responsible for benchmarking, reviewing, designing, and implementing HR policies with focus on business and people. ▪ Manpower planning & cost budgeting, C&B benchmarking & annual salary revision, short-term and long-term Incentive management, Expat Compensation, benefits & job evaluation. 	<ul style="list-style-type: none"> ▪ Yearly Market Benchmarking of Compensation in Chemical Industry.

4. SKILLS AND KNOWLEDGE

Educational Qualifications

Postgraduate 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
Focus Resilience Passion for Excellence	Fostering Teamwork & Conflict Resolution Responsible Relationship Building Understanding & Influencing Others	Creative Thinking Pragmatic Behaviour Logical Reasoning	Holding People Accountable Providing Positive Feedback Coaching & Training
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.	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.	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	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

Relevant and total years of Experience

8- 12 years of experience in areas of C&B (in large Industrial Organization) like petrochemical/ refinery / allied chemical plants.