



ABOUT THE ORGANIZATION

Great Place to Work® Institute is a global management research and consulting firm dedicated at enabling organisations achieve business objectives by building better workplaces. At Great Place to Work® Institute, we've spent over 30 years tracking great workplaces and learning from their successes.

By surveying millions of employees and studying thousands of businesses, we've created a model for building High-Trust, High-Performance culture™ that deliver sustained business results. It's our contribution to a global shift in businesses that is changing the way the world works.

Our data show that building workplace trust is the best investment any company can make, leading to better recruitment, lower turnover, greater innovation, higher productivity, more loyal customers, and higher profits.

Our model provides specific, actionable steps to get organizations there. While clients are the ones to lead their organization on this journey, we provide steady guidance from one of our 60 offices around the world.

Companies of all sizes look to us for our assessment tools, trainings, advisory services, conferences and workshops. The world looks to us to identify the best workplaces through our renowned lists produced by our best workplaces study teams. It's all part of our passion to create a better world by helping organisations become great workplaces.



POSITION: Human Resources Business Partner

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| Role | Human Resources Business Partner |
| Summary | The Human Resources Business Partner is the HR partner for the Assessment and Consulting Businesses at Great Place to Work®. The position partners with leaders of the Assessment and Consulting BUs. This individual will be responsible to provide partnership to senior leaders, people managers and employees. He/She will execute and deliver key HR programs and people solutions for day-to-day operations around recruiting, learning, training, onboarding, compensation and benefits, performance management, organization development, grievance redressal and culture. |
| Basic Qualifications | Graduate or Post-Graduate in HR |
| Experience | 1-3 years of relevant experience |
| Salary | At par with Industry Standards |
| Skills and Competencies | <ul style="list-style-type: none"> • Strong understanding of various HR domains and demonstrated collaboration across COEs and operations teams • Excellent communication skills (both verbal & written) with an ability to listen & respond to employees. • Ability to capture, analyse and advise basis HR metrics. Excellent judgement and analytical skills. • Strong drive to take initiative, ownership. A go-getter with a result-oriented mindset manage and ability to manage multiple priorities simultaneously. • Comfortable with high volume workload, hands-on, and not be afraid to roll up your sleeves. Ability to handle ambiguity; reduce complexity and drive to outcomes without missing important detail. • Ability to have influence across all levels of the business including peers and senior management, and able to work independently • Good business acumen. well-versed in how businesses operate. • High degree of professional ethics, integrity and gravitas. Maintain highly confidential and sensitive information |
| Role and Responsibilities | |
| <ul style="list-style-type: none"> • Identify key stakeholders both external & internal to the business unit & establish & maintain collaborative trusting partnerships. Understand the needs, expectations, concerns & capabilities of all stakeholders & engage with them to effectively deliver joint goals. Manage expectations of BU leaders on issues of talent management and employee engagement • Design and deliver solutions to people challenges while ensuring alignment with the organizational priorities by partnering closely with People and Culture Team. Partner with key HRstakeholders in | |



driving the HR service improvement. Participate in cross-functional teams for the development and implementation of HR initiatives.

- Serve as a people advocate and find ways to improve engagement, workplace relationships and develop a sense of community to boost productivity and retention. Ensuring that employees are engaged, and they say great about the company, stay longer with improved productivity and strive to excel during their stay with Great Place to Work®. Manage employee queries pertaining to policies and guidelines as required. Act as a responsible employees' champion by ensuring proactive resolution of employee grievances.
- Be a strong executor for organization-wide people programs for your businesses to improve employee experience and performance. Drive a culture of continuous learning & development. Continually assess the competitiveness of all programs and practices and implement strategies to ensure programs are effective.
- Research and analysis of organizational trends including review of reports and metrics from the organization's HRIS. Review the data to identify trends and enable better quality decision making. Develop HR dashboards to provide meaningful insights and imperatives to business leaders by working closely with specialist HR teams on areas such as recruitment, engagement, retention, development, and rewards. Manage and own data integrity and records on HRIS platform – this includes monthly validation of data, tagging changes and validation of recruitment trackers
- Ensure effective and timely sourcing, selection, and placement of people with the skills and competence to deliver the organization's goals and objectives. Build strong relationships and partner with BU heads to understand position and candidate qualifications required. Develop appropriate sourcing strategies and identify suitable candidates for positions, primarily through research, networking, direct recruiting as well as using such tools ZOHO recruit, Linked In, referrals and other search tools boards.

Key interfaces /interactions

- External Interfaces- Vendors, Consultants
- Internal Interfaces BU Leaders, People Managers, Employees, People and Culture Team



WHY SHOULD YOU APPLY?

- You will be joining our mission to help numerous Organizations transform their workplaces and thereby impact industry and society.
- You will get the opportunity to learn continuously from the best employers globally.
- You will have the opportunity to write articles, address seminars and be known as a thought leader.
- You will be a part of a team that passionately believes in and tries to practice the great workplace values of Trust (Credibility, Respect & Fairness), Pride and Camaraderie.

DIVERSITY POLICY

Great Place to Work® is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

To read more about us: <https://www.greatplacetowork.in/> <https://www.greatplacetowork.in/wellbeing>