

BOB Financial Solutions Limited is a wholly owned subsidiary of Bank of Baroda and a Non-Deposit Accepting Non-Banking Finance Company (NBFC). BFSL was established in the year 1994 to cater to the need of rapidly growing credit card industry in a focused manner. BFSL is one among the pioneers in Indian card market and was the first nonbanking company in India to issue credit cards.

The Company's core business is credit card issuance. It also provides support to Bank of Baroda by carrying out its merchant acquiring operations.

Position	AVP / Manager- Human Resources
Role & Responsibilities	<p>Key highlights of the role are listed below (purely indicative and not limiting): Incumbent would be responsible for HR Business Partnering along with Key project implementation. Role holder will also have few responsibilities towards Learning & Development and Corp HR.</p> <p>Talent Acquisition and Retention :</p> <ul style="list-style-type: none"> • The position formulates partnerships with Business (Functional Head / Vertical Head) for Manpower Planning, Forecasting and budgeting activities as per business plan. • The role holder will be partnering with hiring managers to identify recruitment needs and required competencies. Also ensure that business have job descriptions for all positions. • Develop Talent Acquisition and Retentions strategies and ensure its effective implementation • Work closely with business leaders to influence effective recruiting approaches and set realistic expectations on time to fill, compensation, candidate pool quality, and market feedback. • Develop strategies for recruitment of open and replacement positions in line with manpower planning forecasting and TAT. Generate ready pipeline for future hiring needs maintaining the flow of candidates. • Maintain the sourcing mix to reduce the cost per hire. • Responsible for end to end vendor management (Mandate to Invoice – Recruitment Consultants) • Take steps to ensure positive candidate experience. • Maintain manpower related trackers & MIS. • Maintain all data and analysis on attrition etc. <p>HR Business Partner :</p> <ul style="list-style-type: none"> • Strategic Advisor and Consultant: The role holder should be able to act as a consultant and strategic advisor to business on human resources management and organizational changes. • Partner with Business to drive and align with organization business plan. • Drive all HR projects closely with business team covering employee engagement, performance management, organizational design, talent management, policy and process review • Analyzes trends and metrics in partnership with the Corporate HR to develop solutions, programs and policies. • Collect, analyze and maintain data gathered for targeted leadership development (e.g. succession planning). • Work closely with management and employees to improve work relationships, build morale and increase productivity and retention • Provide HR policy guidance and interpretation. • Consults with line management, providing HR guidance when appropriate.



- Manages and resolves complex employee relations issues. Conducts effective, thorough and objective investigations.
- Provides day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions).
- Provides guidance and input on department restructures, manpower planning and succession planning
- Resolve employee issues/queries and address grievances .Conduct thorough investigations where required.
- Partnering with line management and employees to enhance employee engagement.

Learning & Development

- Identifies training needs for teams and individuals.
- Evaluate training programs along with Learning and development vertical for the departments.
- Participates in evaluation and monitoring of training programs to ensure success. Follows up to ensure training objectives are met.
- Provide guidance to the business on developmental needs
- Prepare relevant analytics and reports/dashboard
- Support central L & D team in training initiatives.

C&B:

- Design compensation packages and bonus programs that align with the company's strategic plan
- Perform benchmark analyses of compensation and benefits and support in the C&B process
- Conduct ongoing research into emerging trends, issues, and best practices
- Prepare the compensation and benefits budget, including the regular monitoring, reporting, and adjusting of the budget
- Coordinate C&B processes like salary planning, bonus planning, new benefits introduction, etc.
- Analyze different components of the remuneration scheme in the organization and prepares reports about the internal equity and external competitiveness
- Design and develop compensation policies aimed at employee retention and employee welfare
- Assess employees needs by conducting surveys to find out what motivates and engages employees
- Deploy effective communication strategies
- Evaluate and report on the effectiveness of employee benefit programs

Talent Management:

- Provide professional expertise and support in the design, development and implementation of the talent review process that results in the creation of an internal bench of top talent.
- Develop framework for Identification of Critical talent and their Career Planning.
- Collect, analyze and maintain data gathered for targeted leadership development (e.g. succession planning).



- Ensure that organization-wide talent management initiatives are focused and aligned on improving operational and program efficiencies and effectiveness
- Recommend assessment tools to identify high-performing individuals and high potentials.
- Discuss career-pathing options with high-potential employees
- Conduct skills gap analyses to determine personnel needs
- Organisation structuring, Creating organizational charts and Job descriptions
- Manage employee exit processes, including conducting exit interviews

Performance Management:

- Manage the maintenance and governance of the performance management policy, including refining the company balance score card, timely performance review completion and education.
- Oversee execution through online performance management system.

Policies:

- Foster a great environment through reviewing HR policies and establishing right work culture for BFSL.
- Assist corporate HR team members in areas covering employee engagement, performance management, organizational design, talent management, policy and process review.

OD and Culture:

- Design and deliver OD and change management strategies, processes and interventions that support the Organization's strategy to improve business performance; to include initiatives which foster a high-performance culture, where learning and continuous improvement are the norm
- Design and lead initiatives including research and diagnostics (e.g., annual employee engagement survey and exit interviews), to maximize the engagement of all employees and build organizational commitment to the desired culture
- Define and create strategies for organizational culture goals, working to make it an employer of choice. Help ensure that BFSL is an equitable and inclusive workplace where all employees feel valued and can thrive through trainings, coaching, and overall strategy and practice
- Implement development tools to meet long term and short-term business goals
- Identify opportunities for performance improvement through internal diagnosis, process/system reviews
- Directs the needs assessment for training and staff development to enhance the effectiveness of employee performance
- Strategize and prepare Learning and Development plan in consultation with business leaders
- Drive and deliver training interventions as per the guidelines of the Organization



- Design Annual Training interventions for all Departments
- Develop continuous process improvements to enhance organizational effectiveness
- Ensure effective communication and consultation processes and to build staff engagement

Employee Engagement

- Conceptualize, design and implement employee engagement strategies that results in the adequate impact on improving efficiencies and effectiveness

Employee Value Proposition:

- Create the Employee Value Proposition for the organization and integrate the same to various people's processes and practices to deliver a consistent employee experience.

Employer Branding:

- Build and drive the Employer Branding plan for the organization across among different stakeholders through online and offline channels

Internal communications:

- Develop and execute a strategic internal and executive communications plan
- Develop and author a variety of internal and executive communications including presentations, announcements, to be delivered across a variety of communications channels.
- Manage the company's internal communications channels: Portal, Newsletters etc., research and develop quotes from people, write stories, and contribute to the Intranet.



Job specific skills	<p>Applicants should possess the following attributes:</p> <ul style="list-style-type: none">• Extensive experience in broad range of human resource domains including Talent Acquisition, Project Management, Analytics, Manpower Management compensation, organization development.• Ability to re-write and cross question to redefine the practices• Proven pro-active hands-on approach. Attention for detail• Strong analytical skills with ability to strategically solve problem• Track record of having worked on building extraordinary culture• Strong business and HR acumen, including strong problem-solving skills, critical and analytical thinking• Should have partnered with business in prior work experience and demonstrated ability to implement talent acquisition/talent management and retention measures.• Should possess strong communication & influencing skills.• Solid track record of building relationships with senior stakeholders.• Prior work experience in BFSI sector is preferred.
Educational Qualifications	<ul style="list-style-type: none">• MBA in HR or related post-graduation degree and work experience in industrial psychology, human resources field.
Minimum Experience	<ul style="list-style-type: none">• 5+ years of experience.
Location of posting	<ul style="list-style-type: none">• Mumbai The candidate may be deputed to work with the team(s) within the organization / parent organization / any subsidiary of the parent organization if and as deemed necessary. Candidate is liable to be transferred to any other location in India.
Maximum Age on the last date of application	<ul style="list-style-type: none">• 55 Years.
Website	www.bobfinancial.com
Other Terms	<ul style="list-style-type: none">• It may please be noted that company is not bound to call all the applicants for interview. Only shortlisted candidates will be called for selection procedure.• Canvassing, in any form, will result in disqualification of candidature.• In case of any modification in advertisement shall be updated only in Website.• The above recruitment may be scrapped at any stage of recruitment process without assigning any reasons.• Company may conduct background checks/CIBIL check at any stage of process and also call for current compensation detail/qualification documents/past employment proofs for conclusion of recruitment process.
Last Date for application	10th March 2023