

Position: Mid-level Consultant - Human Resources

Preferred Experience	<ul style="list-style-type: none">• Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development or equivalent. Master's degree preferred.• Upto 8 to 10 years of strong experience in handling human resources requirements of an organisation• Specialized training in employment law, compensation, organizational planning, organization development, consultant relations, safety, training, and preventive labour relations, preferred.• Proactive approach to work and must be able to manage multiple tasks and people under tight working conditions and in a government compliant atmosphere.• General knowledge of employment laws and practices.• Experience in the administration of benefits and compensation programs and other Human Resources programs.• Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping.• Effective oral and written communication.• Excellent interpersonal and coaching skills.• Evidence of the practice of a high level of confidentiality.• Excellent organizational skills.
Roles and Responsibilities	<ol style="list-style-type: none">1. Recruitment<ul style="list-style-type: none">• Assists Head HR and Team Leads in the recruitment process• Manages resource mapping and planning, placing adverts, shortlisting of resumes,• conducting 1st round of interviews for the selected candidates,• coordination with sector heads for 2nd round of interviews,• final selection and coordinating final interviews with GoAP interview committee2. HR Policy:<ul style="list-style-type: none">• Supports HR policy development and documentation in line with the vision of APEDB• Supports in developing and implementing policy documents

and consultant handbooks that can be referred to by APEDB consultants

- Partners with management to communicate Human Resources policies, procedures, programs, and laws.

3. Legal Compliance

- Complies with legal requirements by studying existing and new legislation/ laws; anticipating legislation/laws; enforcing adherence to requirements; advising management on needed actions.
- Participates in the conduct of investigations when consultant complaints or concerns are brought forth

4. Performance Development Plans (Learning & Development)

- To work closely with senior management within the organisation on performance management
- Assists Head – Human Resources with the preparation of Annual budgets for HR & Training
- Assists with the implementation of the performance management system that includes performance development plans (PDPs) and consultant development programs.
- Assists Head Human Resources with the establishment of an in-house consultant training system that addresses the company's training needs including training needs assessment, new consultant orientation or onboarding, management development, production cross-training, and the measurement of training impact.
- Assists managers with the selection and contracting of external training programs and consultants.
- Maintains consultant training records

5. Consultant Databases

- Maintains consultant-related databases. Prepares and analyses reports that are necessary to carry out the functions of the department and company. Prepares periodic reports for management, as necessary or requested

6. Mentoring and Coaching

- Improves team lead and consultant performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counselling managers and consultants.

7. Organisation Development

	<ul style="list-style-type: none"> • Assists Head HR with the carrying out of a company-wide process of organization development that addresses issues such as succession planning, superior workforce development, key consultant retention, organization design, and change management. • Helps to monitor the organization's culture so that it supports the attainment of the company's goals and promotes consultant satisfaction. <p>8. Other HR related activities</p> <ul style="list-style-type: none"> • Participates in staff meetings and attends other meetings and seminars. • Assists to establish departmental measurements that support the accomplishment of the company's strategic goals. • Provides necessary education and materials to managers and consultants including workshops, manuals, consultant handbooks, and standardized reports. • Support in setting up Human Resource Information Systems for APEDB • Support in setting up a knowledge management system <p>9. Any other work as assigned by the CEO</p>
<p>Note: All job postings will adhere to the guidelines mentioned in the G.O. Ms.No 89 Finance (HR.I) Department of the Government of Andhra Pradesh</p>	
<p>Works in coordination with</p>	<p>All departments</p>
<p>Reports to</p>	<p>Head (Senior Consultant) – Human Resources</p>