

Job Name – PA (Business Unit): HR Business Partner (Human Resources)

Job Title: (Job Name) – HR Business Partner - Regional		
Business Unit (PA): Human Resources		
Team (Sub team in the PA): HR Business Partner		
Reports to (job): Regional Head- HR		
Location of role: PAN India		
Job Function: Human Resources		
CTC: Rs. 10 Lakhs Per Anum		
Qualification: MBA – HR & Telugu speaking is mandatory		
Role Type: Individual Contributor	No of direct reports: Nil	Travel Required: Moderate

Job Purpose

To establish the HRBP Framework of the Region at the highest quality through execution excellence by partnering with business stakeholders and employees

Job Responsibilities (JR)	Actionable
<i>Employee Life Cycle Management</i> Ensure Quality Employee Lifecycle Processes	<ul style="list-style-type: none">Implement Employee Lifecycle Management Processes (Processes post Recruitment Step) at the Highest Quality and within TATs for the Region in collaboration with Supervisors, TA Team, HR Ops Team, ER Team and other Corporate HR Team.Ensure that HR Systems are updated with accurate employee data and process dataMeasure, Report and Analyse the Delivery Quality & TAT Adherence of LCM Processes on a Monthly Basis (Through Process Scorecards)
<i>Enabling Performance</i> Create a Meritocracy oriented work culture by driving the PMS process and implementing quality R&R programs	<ul style="list-style-type: none">Implement PMS - Drive Goal Setting, MYR, Annual Appraisals and PIP process to establish a Fair, Transparent and Merit Based Performance Culture.Build Supervisors' and employees' awareness and understanding about the PMS.Facilitate to complete the various PMS process steps in a timely and compliant mannerImplement Recognition/Awards frameworks so as to build an "Appreciative Culture".Work with the Line Supervisors and other Stakeholders to analyze and improve PLP effectiveness

	<ul style="list-style-type: none"> Identify Performance Issues at Individual and Team Levels on an ongoing basis and drive timely interventions to address these pro-actively
<i>Talent Management & Capability Building</i>	<ul style="list-style-type: none"> Implement the Capability Development and Career Progression Interventions for the identified Segments of Employees at the Region like Hi-Pots, Supervisors, Young Talent from Campuses, Women and HR Team Members Ensure Job Rotations for all employees as a mechanism for Capability Development, Talent Mobility across Verticals/Businesses and Risk Mitigation Facilitate Employee Movements/Transfers Facilitate Staffing decisions for the new roles or vacancy roles in close collaboration with TA Team and Line Supervisors
<i>Employee Engagement & Retention</i> Increase employee retention and EVP	<ul style="list-style-type: none"> Monitor and drive the Employee Retention Interventions Regular implementation of Employee Communication & Connect Programs (Communication between – Employee to HR, HR to Employee, Employee to Leadership, Leadership to Employees) Identify Teams and Themes that need intervention at the Region. Effectively Manage the Employee Escalations at the Region Design and Implement Mass Engagement interventions at the Region to bring Employees from various backgrounds together and to enhance their emotional connect with the organization Implement special interventions for Specific Segments of employees - Women, Young Campus Talent etc. Drive D&I interventions. Implement EVP and Culture Interventions Work closely with other HR Functions - Talent Acquisition, Talent Management & OE etc. to enhance employee experience
Implement centrally driven HR initiatives in the region	<ul style="list-style-type: none"> Ensure TAT and Quality are maintained for Centrally driven HR projects/ initiatives Participate in the National level initiatives

	<ul style="list-style-type: none"> • Provide inputs to COEs and other Central Teams to enhance the effectiveness and efficiency of HR Processes
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Educational Qualifications	Key Skills
Graduation: Any Graduation Post-Graduation: HR	<ul style="list-style-type: none"> • Human Resources Processes and Systems • Planning and Organizing Skills • Verbal and written Communication • Business Acumen • Problem Solving • Analytical abilities • People connect • ER, Labour Law Compliance
Experience Required <ul style="list-style-type: none"> • Minimum experience in years – > 4 Years 	

<p>Major Stakeholders (intra team and cross functional stakeholders, who would need to be interacted with for discharging duties)</p> <ul style="list-style-type: none"> • Business Leaders, Line Supervisors • Employees • TA Team Members • HR Ops Team Members • ER Team Members • COE Team Members • L&D Team Members

Interested candidates may fill their details and submit their updated CV's by using this link
[HDFC Bank – Business Partner \(HR\)](#)