



B.S. Abdur Rahman

# Crescent

Institute of Science & Technology

Deemed to be University u/s 3 of the UGC Act, 1956

## **JOB DESCRIPTION**

### **Job Description of Director-HR**

#### **HR responsibilities include**

- To implement PERFORMANCE-BASED MANAGEMENT SYSTEM
- Plan, develop and implement a strategy for HR management and development. This includes recruitment and selection policy/practices, discipline, grievance, counseling, pay and conditions, contracts, training and development, succession planning, morale and motivation, culture and attitudinal development, performance appraisals and quality management issues.
- Establish and maintain appropriate systems for measuring necessary aspects of HR development.
- Monitor measure and report on HR issues, opportunities and development plans and achievements within agreed formats and timescales.
- Manage and develop direct reporting staff where applicable.
- Manage and control departmental expenditure within agreed budgets.
- Liaise with other functional/departmental managers so as to understand all necessary aspects and needs of HR development, and to ensure they are fully informed of HR objectives, purposes and achievements.
- Maintain awareness and knowledge of contemporary HR development theory and methods and provide suitable interpretation to directors, managers and staff within the organization.
- Ensure activities meet with and integrate with organizational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.
- Provide overall direction in relation to all human resource matters; including personnel-related policy, practices, planning and processes.
- Oversee all recruitment, hiring, promotion and staff orientation, as well as developing and implementing staff orientation, development and training.

- Ensure clear and regularly updated job descriptions of all roles, develop and implement a remuneration structure, advice and develop human resources policies and processes and update and evolve the organization's human resources manual.
- Responsibility for all levels of staff, including ensuring appropriate contracts are in place, terms and conditions fulfilled and leave records maintained.
- Implementing and monitoring performance appraisal processes, integrating human resources initiatives into strategic and business planning and providing advice to senior management and the Director on human resources issues.
- Agreements between HR Operations and the businesses.
- Employee Relations and Communications - to provide support and guidance on the delivery of effective employee relations and support the deployment of effective communication strategies Monitoring and controlling costs against agreed budgets.
- Organization Development - act as a change agent for the Operations functions and to work with business managers to ensure the implementation of strategic plans and ensuring that deployment plans are effectively implemented.
- Learning - facilitate the development of a learning and personal growth culture, ensuring appropriate development plans are agreed and implemented for HR Operations staff PERSON
- Liasoning with AICTE & UGC.