TATA TRUSTS

Role Details		
1.	Role	Lead, Human Resources
2.	Grade	3B
3.	Function	Affiliated Organisations Cell
4.	Location	Mumbai
5.	Nature of Employment	On-rolls employee/ FTE-3 years
6.	Reporting to	Head, Affiliated Organisations Cell (Direct Reporting) Head of HR, Tata Trusts (Dotted-line Reporting)

Role Overview:
The role is responsible for establishing, standardizing, and strengthening HR processes across trusts and not-for-profit organisations supported by the Affiliated Organisations Cell. The incumbent will serve as a central HR resource, ensuring operational excellence, compliance, governance, workforce planning support, and effective HR service delivery across multiple entities.

Key Responsibilities:	
1.	Design, implement, and institutionalize HR policies, processes, and operating frameworks for the Affiliated Organisations Cell and associated entities.
2.	Review, assess, and strengthen existing HR processes, policies, and controls to improve efficiency, governance, employee experience, and compliance.
3.	Support end-to-end employee lifecycle management, including manpower planning, recruitment coordination, onboarding, employee records management, confirmations, separations, and related HR operations.
4.	Prepare, maintain, and analyze HR MIS reports, dashboards, and workforce analytics to support management decision-making and organisational planning.
5.	Conduct compensation benchmarking, pay-parity reviews, and market analyses across comparable organisations and sectors; provide recommendations to ensure competitiveness and internal equity.
6.	Oversee statutory and regulatory compliance across supported entities, including direct management of compliance requirements for Affiliated Organisations Cell that do not have dedicated HR resources, while coordinating with internal and external stakeholders as required.
7.	Partner with the leadership and functional teams to address HR-related matters, provide operational support, and drive HR best practices across entities within the Affiliated Organisations Cell.
8.	Maintain HR documentation, records, policies, and audit-ready documentation in line with organisational and legal requirements.

Stakeholders	
Relationship (within organisation)	Head of HR, Function Heads, Departmental Teams
Relationship (outside organisation)	Vendors, Candidates, Agencies

Skills & Competencies:
• Strong understanding of HR Operations and Employee Lifecycle Management.
• Strong knowledge of labour laws, statutory compliance, and governance requirements.
• Process design, documentation, and continuous improvement orientation.

• Analytical skills with proficiency in HR reporting and MIS preparation.
• Stakeholder management and people skills.
• Ability to work independently across multiple entities and priorities.
• High attention to detail and strong execution capability.
• Strong communication, coordination, and problem-solving skills.
Essential Qualification & Experience:
• MBA from a reputed institution, preferably in Human Resources.
• Minimum 10-12 years of experience as a HR Generalist.
• Candidates with Gujarati language proficiency will have an added advantage.
• Willingness to travel extensively.

Note: Remuneration will be competitive and in line with industry standards.