

The logo for the Indian Institute for Human Settlements (iihs) is located in the top left corner. It consists of the lowercase letters "iihs" in a white, sans-serif font, with a registered trademark symbol (®) to its upper right. The logo is set against a dark red rectangular background.

**iihs**<sup>®</sup>

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Lead – Human Resources

## About Us

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be an institution of eminence that will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

## Job Description

The Lead – HR (People Function) will be responsible for leading the core HR team and managing all core HR systems, processes, activities and initiatives at IIHS, spanning a staff member's life cycle from onboarding to exit. Performance management, compensation and benefits, regulatory compliance, contract management, data management and related MIS, and grievance handling will be an intrinsic part of the role.

Additionally, the Lead – HR will support the Chief People Officer (CPO) in organization development initiatives such as institutional restructuring, modification of key systems, and realignment of compensation and benefits as needed to keep pace with evolving institutional objectives and challenges. S/he may also be required to support the CPO and other People team members on related tasks – for example, in assessing candidates as part of the final stages of the recruitment and selection process.

## Activities and Tasks

Responsibilities would include, but not be limited to, the following:

- Managing the Performance Management System to ensure smooth and timely appraisal cycles; providing appraisal input as required for performance-linked variable pay processing, and for compensation reviews and promotions; effectively addressing issues and grievances arising from the appraisal process; using process data and feedback to suggest improvements to the system;
- Ensuring complete regulatory compliance on all statutory filings and HR processes; managing the audit process as the main People Function SPOC with the auditors; maintaining and building relationships with IIHS's labour law consultants and advisors to ensure quick and reliable support as needed;
- Ensuring the smooth running of routine HR processes as relevant to the different categories of staff at IIHS (payroll staff, external consultants and advisors, post-doctoral fellows, interns, and contract staff): this would include on-boarding, confirmation at the end of probation, contract and internship extensions, changes in contract terms, leave and attendance management, off-boarding processes, and others;
- Managing compensation for all staff at IIHS; acquiring an in-depth understanding of compensation structures for the different categories of staff, and ensuring alignment; managing monthly payroll processing in coordination with the Finance team;

administering quarterly performance-linked variable pay; implementing the annual compensation review cycle;

- Managing and continuously upgrading the range of staff benefits offered; ensuring the selection of reliable service providers and vendors, negotiating favourable terms, making sure that staff members receive appropriate care and service when in need;
- Ensuring timely and effective handling of staff queries, requests and grievances;
- Managing exits and separations with appropriate sensitivity and discretion; coordinating with the Finance team to enable a smooth exit process and timely settlement of dues;
- Owning the HR Manual and core HR policies of the institution; providing thought leadership in suggesting policy changes and improvements in line with changing institutional needs;
- Maintaining rigorous and reliable data management systems with timely updation and accurate reporting as needed; maintaining curated staff profile data in required formats for internal circulation as well as external-facing contexts;
- Supporting and adapting to the evolving nature of the institution's ERP and HRMS platforms without compromising the integrity of HR data and MIS;
- Leading, coaching and mentoring team members to help them deliver strong outcomes in their current roles even as they grow in capability to take on bigger roles in future;
- Tracking changes in the regulatory environment, following industry trends and best practices in HR.

### **Structure and Reporting**

The Lead - HR will report to the Chief People Officer of IHS and will be expected to work in close cooperation with other members and teams (Recruitment, Learning & Development) of the People Function. The position will also involve collaborating effectively with a range of teams and diverse personalities across the institution to ensure the achievement of individual, functional and institutional goals.

### **Person Specification**

Applicants should have a Master's degree in Business Administration (MBA) with a specialisation in HR and work experience of at least 15 years in the HR function of any professional organisation. An academic background or exposure to working in an organisation involved in education or training would be an added advantage.

Other attributes required for this role include:

- High quality written and verbal communication, strong listening and good presentation skills;
- Strong conceptual and analytical skills, ease and familiarity with quantitative data analysis and compensation structures;
- Excellent interpersonal skills, strong emotional intelligence and a demonstrated ability to interact with inter-disciplinary teams across all levels in the organisation; cross-cultural and international exposure would be an added advantage;
- A good understanding of HR-related legal and statutory requirements, experience in independently handling statutory filings, labour law inspections, legal consultants and audit teams;
- A structured and systematic work approach with strong process orientation and a proven ability to independently plan and execute initiatives and processes effectively

within deadlines; the ability to continuously improve and modify processes to keep pace with evolving institutional needs;

- Rigour and attention to detail, with the mental stamina and discipline to closely monitor data and processes towards ensuring smooth, timely and error-free running of HR operations;
- Good team leadership and mentoring skills;
- Proficiency in Microsoft Office (Word, Excel and PowerPoint); prior experience in the implementation of ERP and HRMS platforms would be an added advantage.

This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

The search will remain open until the position is filled.

### **Location**

This position is based in Bengaluru and may entail travel to other locations as required.

### **Review and Assessment**

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

### **Diversity Policy**

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

### **To apply**

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the “Apply Now” button at the end of the Job Description displayed on the website).

### **Contact**

Please write to us at [hr@iihs.co.in](mailto:hr@iihs.co.in) if you need any clarifications while filling the online application form.



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