

Role	HR Advisory Consultant
Reporting to	Head of Operations (India) with dotted line to Head of HR (Global)
Fees	INR 22 lakhs to INR 25 lakhs per annum
Location	British Asian Trust Office, India – Delhi, National Capital Region
Contract	Fixed Term

Job Purpose

The HR Consultant will provide strategic HR and organisational development advisory support to the British Asian Trust's UK-based HR leadership, ensuring that HR processes, policies, and people management practices across India are aligned with global frameworks and governance standards.

This includes our approach to talent management, recruitment, onboarding processes, performance management, planning strategic HR initiatives, succession planning, maintaining effective staff relations, and providing oversight to HR Operations and overseeing health and wellbeing initiatives. The role will also drive organisation culture and development initiatives aligned with BAT global plans while supporting BAT India's strategic objectives.

Main responsibilities

Work with the Head of HR and the Senior Management Team to:

- Develop a People Plan and implement HR strategies for India aligned with BAT's mission and values.
- Review and implement staff development initiatives,
- Develop and implement staff engagement and wellbeing initiatives.
- Support Talent Acquisition and onboarding.
- Provide HR Operations support and record keeping

Develop and implement HR strategies for India aligned with BAT's mission and values.

- Develop a people plan for India to support the delivery of our Corporate Strategy, ensuring that we fully utilise and develop the skills and talents of colleagues in a cost effective and efficient manner
- Work with India SMT to evaluate current culture, assess potential gaps or opportunities and create and implement a plan to align culture to BAT values and goals and bring it to life.
- Support line managers in India advising and supporting on issues such as absence, discipline, grievance and performance management cases)
- Provide input from an India perspective to overall organisational design initiatives to ensure optimal organisation structure to suit local business needs

- Develop and implement change management strategies to support business transformation
- Design and facilitate interventions to improve team effectiveness and collaboration
- Facilitate strategic planning sessions and team effectiveness workshop

Review and implement staff development initiatives

- Develop a structured training plan, quality assurance of one-to-one meetings and annual and mid-year performance reviews.
- Support managers and staff to put in place effective Learning and Development plans and make suggestions for appropriate training at a team and organisational level.
- Support management in identifying appropriate learning interventions
- Put in place succession plans for key roles

Employee Engagement and Lead and manage staff wellness initiatives

- Support the annual staff survey and analysis of results to assess opportunities and areas for improvement
- Support line managers to effectively manage the health and wellbeing of colleagues
- Manage relationships with external organisations and partners, such as occupational health providers and legal advisors.
- Develop strong relationships with all staff, and in particular work with line managers and teams to support effective team development, resource management and structures'

Talent Acquisition and onboarding

- Work with all line managers and particularly the Senior Management team to ensure that an appropriate staffing and resourcing plan is in place.
- Support the manpower budgeting process
- Oversee the end-to-end recruitment process including advertising roles, sourcing, screening, and shortlisting candidates and supporting the hiring managers in the decision-making process
- Responsible for preparing employment contracts and agreements for the hiring manager to review
- Assist with the onboarding of new starters including completion of new starter paperwork and required proof of right to work documentation, collating new starter information, signed contracts, and ensuring all employee information is received.

Compensation & Benefits

- Maintain appropriate and affordable people reward strategy and practice, ensuring we remain competitive in the marketplace.
- Benchmark compensation and benefits within the sector to ensure competitiveness.
- Provide advice on compensation and benefits
- Coordinate payroll inputs with the finance team
- Administer employee benefits including health insurance, leave policies, and reimbursements.

HR Operations and Reporting

- Develop and help to embed HR policies and practices that are both aligned globally and locally compliant.
- Work with the Head of HR to ensure that appropriate policies are developed and also monitor adherence/compliance, where appropriate.
- Oversee all HR processes and systems across the employee lifecycle
- Provide analysis and insight into HR data and proactively identify trends and recommendations for improvement.
- Ensure the administration and recording relating to development reviews and probationary reviews are dealt within the allotted timeframes.

- Maintain and monitor HR administration to ensure the HR database and other platforms are up to date, accurate and in line with GDPR.

Key relationships

Internal

- Head of BAT HR (Global)
- Senior Management Team (India)
- All Line Managers in India
- COO (Global)

External

- HR services vendors (Consultancies, Security vetting)
- Learning and Development Providers
- Recruitment Platforms and Agencies
- Legal advisors

Job-related knowledge, skills, and experience

ESSENTIAL

- Relevant and appropriate experience in a mid to senior HR generalist role
- Experience working with global teams and matrix reporting structures
- Excellent communicator with the ability to build relationships with colleagues
- Excellent understanding of employment laws specific to India and its impact on the employee lifecycle
- Excellent organisational skills and attention to detail with the ability to prioritise workload and deliver to tight timescales.
- Work calmly under pressure, with confidentiality and discretion
- Strong literacy, numeracy and IT skills including MS Office and strong excel skills
- Self-motivated, flexible, and enthusiastic approach to work
- Able to work autonomously and make timely and considered decisions, but knows when to escalate

DESIRABLE

- Experience developing and delivering HR and OD strategies and plans
- Previous experience in a busy, fast paced environment
- Experience and understanding of the charity sector
- Experience with analysing and reporting on HR data and using it to guide decision making
- Able to demonstrate initiative, be proactive and offer a solution-oriented approach