

## JOB DESCRIPTION and JOB SPECIFICATION

<b>Job Title</b>	Head	<b>Job Code</b>	JC114
<b>Reports to</b>	Manager	<b>No of Job Holders</b>	1
<b>Department</b>	Human Resource	<b>Last Update</b>	5 Sep 2017
<b>Operating Division</b>	Human Resource	<b>Approved Date</b>	

### 1. JOB PURPOSE:

This position manages the human resources of Gateway. Responsibilities include the duties include the coordination, scheduling and monitoring.

### 2. ORGANIZATION CHART:

Separate

### 3. DIMENSIONS:

**RESPONSIBILITY FOR PEOPLE:** Department staffs associated with providing and facilitating security.

**RESPONSIBILITY FOR FINANCIALS:** Adhere to the budget

### 4. RESPONSIBILITIES:

- Support the development and implementation of HR initiatives and systems.
- Develop policies and procedures
- Actively involved in the recruitment by preparing job descriptions, posting ads and managing the hiring process
- Create and implement effective onboarding plans
- Develop training and development programs of the members of the Gateway Family
- Whenever needed, assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
- Create a proper mechanism for exit procedures
- Review employment and working conditions to ensure legal compliance
- Ensure proper communication between company employee and management
- Introduce ideas and suggestions and participate in development plans while accepting that the Owners reserve to themselves the final decision on all matters.
- Adhere to an agreed budget and be accountable for financial control of the department.
- Provides input to strategic decisions that affect the functional area of responsibility.
- Planning, organizing and directing team members to ensure the highest degree of satisfaction.

# GATEWAY EDUCATION

- Daily supervision of the staff, including the day, event and post-event crews.

## 5. DECISION MAKING AUTHORITY:

Seeks approval of Manager before taking any financial decisions, if it is above 2500 limit

## 6. COMMUNICATIONS AND RELATIONSHIPS:

**Internal:** Managers, department personnel, employees, clients and visitors

**External:** Professional interaction for housekeeping activities of the Campus

## 7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED FOR JOB

**Education** Graduate from a recognised university

**Experience** Minimum of 5 -7 years experience in the related field.

**Language skills** Written and verbal communication in Hindi and English

**Working Conditions** Work is performed with considerable independence and requires excellent collaboration and coordination skills.  
Involves considerable standing and walking. May have to face unruly elements in the course of duty, requires good observation skills and initiative