

**Gujarat State Fertilizers and Chemicals Ltd.
Job Description**

IR Officer

Post Code	35/03/O
Age Criteria	Not more than 30 years as on the date of advertisement
Qualification	Essential: MSW/ LLB/ Diploma in IRPM/ MLW/ MBA HR/ MHRM All courses must be full-time from recognized institution with minimum 60% Preferable: Knowledge of SAP
Experience	3+ years of experience in IR / Legal in fertilizer/petrochemicals/pharma industries
Purpose	To coordinate with union so as to maintain healthy and harmonious industrial relations and healthy working environment

I. Key Performance Areas (This should reflect key areas of responsibility for the position. These cover the business/functional processes which fall within the purview of the position)

Sl no.	Key Performance Areas (KPA's)	Key Performance Indicators (KPI's)
1.	<p>Statutory Compliances and legal matters</p> <ul style="list-style-type: none"> • Maintain industrial relations and discipline within the company, comply with statutory laws and handle litigations Study and discuss the case with concerned department and help them prepare case papers in order to ensure that all the data/information related to the case is complete and comprehensive • Track day-to-day happenings and records at plants to ensure compliance to statutory labour laws, service rules/ standing orders • Monitor the activities of the statutory committees like canteen committee, works committee • Maintain updated records on staff attendance, leaves, work man compensation etc. • Initiate process for disciplinary action in cases of employee indiscipline • Maintain updated synopsis of pending litigations and proper records of the court cases and their proceedings • Attend judicial forums/ courts as per requirements • Meet advocates and brief the counsels representing the company in the case of litigations to ensure that case is managed appropriately. 	<ul style="list-style-type: none"> • Number of cases of non-compliance • Timely and accurate documentation and process adherence • Timely initiation of disciplinary proceedings

**Gujarat State Fertilizers and Chemicals Ltd.
Job Description**

	<ul style="list-style-type: none"> • Vet the documents prepared by the lawyers to ensure that they are properly worded and needed information is incorporated so as to receive a favorable judgment. • Assist in formulation of negotiation strategies for collective bargaining with unions integrated with the business plan and overall vision of the organization • Assist in devising strategy to minimize litigations • Prepare and brief counsel on pending litigations • Manage industrial disputes with least impact to production and related units. • Oversee redressal process to ensure timely attendance to queries/ concerns/ grievances of employees and address their concerns 	
2.	<p>Harmonious Relationship Management</p> <ul style="list-style-type: none"> • Maintain peaceful and harmonious relations with the nearby villages, local panchayat, local political bodies etc. • Monitor industrial relations at own plant and promote harmonious relations with the union, workers, etc. by interacting with them and solving their issues • Escalate complex issues of disputes etc. to Lead IR of the plant • Maintain documents of correspondence with unions and relevant documents for the long term settlements • Attend to queries/ concerns/ grievances of employees and address their concerns and grievances 	<ul style="list-style-type: none"> • Staff satisfaction index (TBD with HR) • Timely attendance to grievances/ queries/ concerns • Timely and accurate documentation and process adherence
3.	<p>Time office and Gate Office</p> <ul style="list-style-type: none"> • Monitor the smooth functioning of time office and gate office on a day-to-day basis; Report any discrepancy to Lead IR if found • Maintain the records from time office and gate office on a daily basis 	<ul style="list-style-type: none"> • Timely and accurate documentation and process adherence
4.	<p>People management</p> <ul style="list-style-type: none"> • Provide functional and technical guidance to team 	<ul style="list-style-type: none"> • Minimum escalations of work related issues upto lead • Timely identification of training

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	<ul style="list-style-type: none"> Identify training needs in a timely manner to ensuring appropriate training and development of subordinates Monitor day to day activity to ensure timely completion of work, overtime, leave etc Coordinate and ensure effective conflict management Ensure fair distribution of workload/ assignments 	needs
5.	<p>Improvement & Innovation:</p> <ul style="list-style-type: none"> Monitor timelines to ensure implementation of corporate initiatives in own area Has awareness of relevant SAP modules Recommend initiatives to improve departmental procedures and SOPs (e.g. fortnightly tracking of returnable gate passes) Impart training on functional knowledge and corporate initiatives to new incumbents in the team Monitor process of committee formation/ working to ensure the formations and smooth working of the various statutory committees like canteen committee, works committee, etc. 	<ul style="list-style-type: none"> Adherence to implementation timeline (e.g. SAP implementation) Number of implementable suggestions

Note: Each KPI corresponds to one of the four perspectives of the Balanced Score card, namely Financial (F), Customer (C), Processes (P) and Organizational learning and growth (O)

Note: The key performance areas listed above are an illustrative list and not an exhaustive list. Additional KPAs may be added from time to time depending on organisational requirements.

Work Conditions / Environment	<ul style="list-style-type: none"> Standard office set-up
Skills	<ul style="list-style-type: none"> Leadership Strategic vision Analytical Skills Excellent communication and presentation Problem Solving Cost Consciousness Negotiation & Conflict Management Flexibility Experience of complex union negotiations / consultations Experience of executing Long-Term Wage settlement
Remuneration	Shall commensurate with skills, experience and market trends

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Job Description

Additional Information	The recruit shall be required to execute a Service Agreement to serve the Company for a period of 3 years. In case of breach, recruit shall be liable to pay the Company an amount of Rs.1,00,000/- (Rupees One Lakh only) in lieu of liquidated damages.
Job Location	Current location is Sikka Unit, however recruit may be placed at any other department/unit/depot of the company.

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