

Role: Assistant Manager - EY

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Function Description:

Employee Relations function is a Centre of Excellence function within the Talent organisation of EY Global Delivery Services (GDS). Employee Relations CoE works in close partnership with Strategic Talent Consultant function, GDS Ethics Office as well as GDS General Counsel's Office and is primarily responsible for managing complex/sensitive ER incidents. The function continuously monitors the ER risk profile of the Firm and develop/deploy strategies to manage the same. ER CoE is also responsible to project manage Talent special projects and is the custodian of all Talent Policies.

Job description:

- Provide guidance to Talent Consultants and Senior Business Leaders in managing wide range of Employee Relation issues, including Code of conduct breaches, Performance lapses, Discrimination allegations, Workplace harassment allegations, Integrity issues etc., and ensure resolution of the same with minimal risk exposure to the Firm and it's professionals;
- Conduct workplace investigations into high sensitive Employee Relations matters; which involves conducting Investigation interviews, Analysing evidences, Drafting Investigation findings reports and recommending corrective actions.
- Be a Subject Matter Expert in labour statutes and regulations. Constantly watch socio-political and regulatory landscape and provide appropriate advice to Talent leadership on matters like Talent policies, Talent procedures etc.;
- Derive insights from ER Incident data base and assist Talent as well as Business leadership in developing and deploying appropriate strategies, policies, procedures and initiatives to mitigate People risk exposures;
- Design and deliver learning programs for Talent Consultants as well as Business leaders to enhance their understanding of GDS ER Incident management framework and enable them to manage sensitive ER incidents in a fair and just manner.
- Partner with GDS General counsel office as well as empanelled Legal counsels in effectively managing Employee litigations.
- Periodically analyse Talent policies and provide necessary guidance/suggestions to respective Talent Centre of Excellence function so as to ensure that the policy provisions are in compliance with core values of the Firm, are fair and are in compliance with statutory/regulatory stipulations
- Actively participate in special projects undertaken by Employee Relations Centre of Excellence

Requirements:

- Education: Post-graduation in Human Resource management or MBA with specialisation in Human Resources or Graduation in Law
- Experience: 7-9 years of experience of Human Resources, with at least 5 year experience in Employee Relations role, preferably in Big 4's or Leading IT services/Consulting Firms

- Should have the capability to apply discretion and make sound judgement as well as decision making, even in highly stressful and emotional scenarios.
- Should have an eye for detail. Should possess exceptional written as well as oral communication skills. Legal drafting capability shall be an added advantage
- Should possess an exceptional acumen to identify potential risk exposures to the Firm and deploy measure to counter the same.
- Should be able to navigate through complex, difficult, and ambiguous situations.
- Should have exceptional time management skills and possess ability to multi-task and collaborate across all levels of employees.

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