

# Job Description

| POSITION DETAILS  |  |                   |                |
|---|--|-------------------|----------------|
| Functional Designation  | Head - Learning and Development, OD and TM | Department        | Human Resource |
| Sub Department  | Human Resource                             | HR Grade          | Vice President |
| Location  | Corporate Office                           | Reporting Manager | Head HR        |
| Job Purpose   |  |                   |                |
| <p>As the Head of Learning and Development, Organizational Development, and Talent Management, you will be responsible for fostering a culture of continuous learning, growth, and development within the organization, while supporting the overall strategic objectives of the NBFC.</p>  |  |                   |                |
| Principal Accountabilities  |  |                   |                |
| <p>1. Learning and Development Strategy: Develop and implement a comprehensive learning and development strategy aligned with the company's business objectives, ensuring that it supports the growth and development of employees at all levels.</p> <p>2. Training Program Development: Design and oversee the development of training programs, workshops, and learning initiatives that cater to the specific needs of various departments within the NBFC, focusing on enhancing skills, knowledge, and performance.</p> <p>3. Organizational Development Initiatives: Drive organizational development initiatives that foster a positive work culture, promote employee engagement, and support the achievement of the company's long-term strategic goals, fostering a dynamic and adaptable work environment.</p> <p>4. Talent Management Strategy: Develop and implement talent management strategies, including talent assessment, talent mapping, and succession planning, to identify high-potential employees and create pathways for their professional growth and advancement within the organization.</p> <p>5. Performance Management Programs: Design and oversee performance management programs that provide regular feedback, coaching, and development opportunities for employees, ensuring alignment with the company's performance objectives and employee career aspirations.</p> <p>6. Leadership Development: Develop and implement leadership development programs that cultivate and nurture the leadership capabilities of managers and executives, ensuring the creation of a strong leadership pipeline to support the company's growth and future leadership needs.</p> <p>7. Change Management: Provide guidance and support to managers and employees during periods of organizational change, facilitating smooth transitions and promoting a culture of adaptability and resilience within the NBFC.</p> <p>8. Employee Engagement Initiatives: Implement initiatives that foster a culture of employee engagement, including employee recognition programs, feedback mechanisms, and communication strategies that promote open dialogue and a sense of belonging within the organization.</p> <p>9. Success Metrics and Analytics: Utilize data and analytics to measure the effectiveness of learning and development initiatives, organizational development programs, and talent management strategies, providing insights and recommendations for continuous improvement and informed decision-making.</p> <p>10. Collaboration and Stakeholder Management: Collaborate with cross-functional teams, senior management, and external partners to ensure that learning and development, organizational development, and talent management initiatives are effectively integrated into the company's overall business strategy and operations.</p> |  |                   |                |

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### Desired Profile

#### Qualifications and Experience:

- Bachelor's degree in HR, business, psychology, or a related field.
- Minimum 15 years of experience in L&D or a similar role, with at least 4 years' experience in leading the L&D function.
- Proven track record of leading and implementing successful L&D initiatives.
- Strong understanding of adult learning principles and instructional design.
- Excellent communication and presentation skills.
- Ability to facilitate group discussions and workshops.
- Experience with learning management systems and e-learning technologies.
- Strong organizational and time management skills.

#### Additional Skills (Preferred):

- Post graduate degree in HR, business, psychology, or a related field.
- Certification in instructional design or human behavioral science or psychology.
- Exposure to coaching and mentoring.