

JOB DESCRIPTION

Position Title	Site HR Lead (@ the level of Manager)
Superior Position Title	Head - HR & Admin, Mumbai & RE Operations
Company	Apraava Renewable Energy Pvt. Ltd.
Department	HR & Admin
Location	Mumbai

1. JOB PURPOSE

Business Context: Apraava Energy is owned by CLP Group, one of the largest investor-owned power businesses in Asia listed on the Hong Kong Stock Exchange and Caisse de dépôt et placement du Québec (CDPQ), one of Canada's leading institutional fund managers.

Apraava Energy is a diversified power company headquartered in Mumbai. Founded in 2002, Apraava Energy has evolved from being a single-asset company to a forward-looking, climate-conscious organisation. Its diverse portfolio comprises 3,150 MW of installed capacity which includes 924 MW of wind and 250 MW of solar energy projects across seven states, as well as two power transmission assets. In addition, the company is currently constructing a 251 MW wind farm which, when completed, will be its largest wind asset to date.

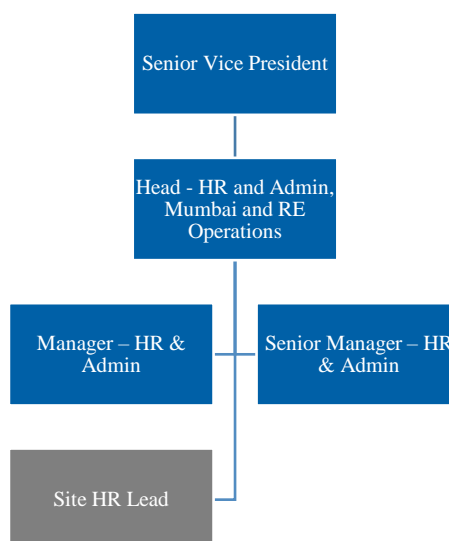
Apraava Energy forayed into solar power generation with a 100 MW plant in 2016 through a joint venture in Veltoor, Telangana. Apraava Energy acquired two more solar plants in 2018. In 2020, Apraava Energy increased the size of its solar energy portfolio by more than 70% by entering into an agreement to acquire three of its solar projects. The latest addition to Apraava’s solar portfolio was a 250 MW solar farm in Dedasari, Rajasthan in 2021.

In line with Apraava Energy’s vision of investing in a low-carbon and clean energy portfolio, Apraava Energy marked its entry into the power transmission sector in 2019 with the acquisition of 240 km transmission line. With this, Apraava Energy has broadened its portfolio to straddle two out of the three main segments in India’s power value chain. In December 2021 Apraava Energy acquired a 254 km Transmission line from Kalpataru-Mariani Transmission Limited passing through 3 states in North-East India i.e., Manipur, Nagaland and Assam.

The company has also built a 1,320 MW supercritical coal-fired power plant in Jhajjar, Haryana. The Jhajjar Power Plant has been commercially operational since mid-2012. It is one of the first few power plants in India to operationalize the Flue Gas Desulphurization (FGD) unit which helps reduce ~ 85% of SO2 emissions. The plant has also won the Frost & Sullivan and TERI Jury Special Mention Award in 2019 for reducing its specific water consumption to 2.11 m³/ MWh against a statutory limit of 3.5 m³/ MWh.

Job Purpose: The incumbent will be part of the HR team and will be responsible for the engagement with the employees based at our site locations (Renewables & Transmission). In this role, the incumbent will also need to connect with our partners and third-party contractors at these sites to ensure that work is being performed with total compliance with the law and with respect to human rights

2. ORGANISATIONAL CHART



3. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities
Connect with site employees	<ul style="list-style-type: none"> • Creating an HR presence at site through regular visits to our Renewable & Transmission sites. • Conducting Renew Care assessments and closure of any issues, that may come up. • Manage employee engagement initiatives across our assets to ensure a motivated and engaged workforce.
Due Diligence of practices w.r.t. contract staff at the sites	<ul style="list-style-type: none"> • Developing a mechanism to deal with grievances. Through regular interactions, assessing the performance of this system and possible improvements that may need to be made. • Developing a human rights due diligence process • Ensuring that all contract staff and partners understand Apraava’s standard of respect for all internationally recognized human rights
Health & Well-being	To conceptualize and execute Health and Well-being Initiatives, creating a H&W plan, conducting H&W sessions, partnering with corporate communications team to drive the H&W agenda, deployment of EAP (Employee Assistance Program) services, tracking usage reports, monthly H&W inputs, etc.
Performance Management and Development	Drive performance management with the objective to inculcate a high-performance work culture and development of our asset managers.
Statutory Compliance at Sites	<ul style="list-style-type: none"> • Monitor statutory compliances and quarterly audits undertaken by compliance partner. To monitor and ensure statutory compliance by vendors and proactive updation of internal compliance system (CMS administration). • Statutory Audits – providing data and handling queries.

RE University (RU) support	Being part of the academic council, weekly RU meetings, leading RU initiatives, providing support to Renewable University as and when required.
Merger & Acquisition and Due Diligence support	M&A data collection, due diligence & integration support as required.
Analytics & reporting	<ul style="list-style-type: none"> • Create reports that provide insights into trends and patterns for key processes • Based on metrics and analysis, make recommendations for policies and processes to improve engagement including suggestions to attract and hire qualified candidates, to motivate and retain employees, or to address any other issues.

4. INTERACTIONS

Internal Clients

Roles you need to interact with inside the organization to enable success in your day-to-day work
Function & Department Heads, Employees at site
HR & Admin team, Corporate Communication Team, CSR Team, etc.

External Clients

Roles you need to interact with outside the organization to enable success in your day-to-day work
External Consultants
Vendors, O&M partners, Contract partners

5. SKILLS AND KNOWLEDGE

Educational Qualifications

<ul style="list-style-type: none"> ▪ Minimum education qualification: Graduation with an MBA in HR

Functional Skills

<ul style="list-style-type: none"> ▪ Change management skills to drive organization wide changes ▪ Understanding of Leadership & Development interventions ▪ Knowledge of Performance Management Systems ▪ Business acumen ▪ Understanding people ▪ Managing complex relations ▪ Strategic human resource planning ▪ HR program integration capability ▪ Leadership and inter-personal skills ▪ Knowledge of the power industry and associated trends.
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Relevant and total years of Experience

- 10 years +