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# Example of Contract Advisor Job Description

Our innovative and growing company is hiring for a contract advisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for contract advisor

* Employee relations issues – disciplinaries, grievances, absence and capability processes
* Leads organisation design changes, and has the ability to articulate the value, steps, risks and expected results of the changes, and
* Participates in acquisitions, divestitures, joint venture and TUPE initiatives
* Resolve employee relations challenges by providing expert HR advice and coaching to line managers
* Direct managers to the most appropriate source of advice, ensuring they have a clear understanding of how to access the appropriate HR Service within our model
* Support managers in the delivery of change initiatives, identifying and managing risk whilst effectively consulting and informing key stakeholders
* Internal coordination and collaboration with Provider Network, Medical Management, Analytics, and others to meet provider and practice service needs, external outreach to support assigned provider practices/contracts including implementation and ongoing maintenance of these innovative programs
* Obtains and analyzes quality metrics, creates reports, and assists in identifying and tracking action plans designed to address cost, quality, and the member experience
* Answer inbound contacts from Sales Representatives with requests for prices, delivery dates and information regarding sales campaigns or customers
* General contacts and enquiries regarding information on products, accessories and applications

## Qualifications for contract advisor

* Undertakes all fulfilment and enquiry related needs for customers
* Understanding and technical application of bank’s internal systems and networks
* Knowledge of relevant Bank Policies / Procedures and legislation
* You possess 3 to 5 years of experience in commercial contract drafting and negotiation, including IT law experience
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* Proven expertise in MS Excel