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# Example of Employee Relations Advisor Job Description

Our innovative and growing company is searching for experienced candidates for the position of employee relations advisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for employee relations advisor

* Identify opportunities for improving ER policies and procedures based on analytics and trends
* Provide expert advice on workplace issues and conflicts to senior leaders, executives and HR Business Partners to support risk mitigation practices, resolution of employee issues and identification of people management opportunities
* Provide expert advice to employees with complex workplace concerns for purposes of resolving issues and restoring the workplace and employment relationships
* Lead ER initiatives with significant impact on Canadian Banking employees and/or workplace risk
* Develop processes to track and report on trends and emerging issues relevant to Canadian Banking, and provide HR Business Partners and business leaders with meaningful and actionable information on trends and emerging issues in Canadian workplaces
* Develop and lead a number of ER Advisors who support Canadian Banking in providing practical, solution-oriented employee relations advice and support to employees, managers and leaders while managing legal, reputational and operational risk
* Leverage the Canadian ER and Enterprise-wide ER teams, to develop better solutions
* Manages relationships with HR Business Partners, Compensation, Communication, the General Counsel Group and other functional partners to ensure Employee Relations is engaged appropriately to support Canadian Banking
* Build and strengthen relationships with business leaders to gain trust and credibility and be viewed as an enabler to the business
* Manage highly complex cases and provide first point of escalation for ER Advisors in providing practical, solution-oriented employee relations advice and support to employees, managers and leaders while managing legal, reputational and operational risk

## Qualifications for employee relations advisor

* Management of long term absence cases, OH onsite absence review, return to work meetings
* Ability to manage and prioritize numerous and often conflicting objectives, projects or activities simultaneously
* Ability to make decisions balancing the risk reward trade off
* Ability to operate independently on own initiative
* Excellent interpersonal, analytical and organizational skills are required in order to interact with all levels of management and staff
* Strong analytical and facilitating skills