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# Example of Employee Relations Consultant Job Description

Our growing company is searching for experienced candidates for the position of employee relations consultant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for employee relations consultant

* Networks with personnel across HR organization
* Develops and maintains positive relationships with the provider community by periodic on-site visits, communicating administrative or programmatic changes and facilitating the resolution of provider issues
* Recruits providers to build a cost effective, high quality provider network
* Conducts negotiations and leads contracting efforts with providers to build and maintain a cost effective, accessible provider network
* Researches, analyzes and recommends resolution for contract dispute, non-routine claim issues, billing questions and other practices
* Coordinates communication process on such issues as administrative and medical policy, reimbursement and provider utilization patterns
* Conducts seminars to support the understanding of managed care and Blue Cross and Blue Shield policies and procedures
* Identifies network access and deficiencies and develops recruitment and contracting strategies
* Coordinates and conducts provider training
* Influence and manage global Employee Relations initiatives across CEE, policies and processes

## Qualifications for employee relations consultant

* Working with immediate manager to recommend corrective action appropriate to the findings of investigations
* Capturing, tracking and analyzing data related to ER cases in order to evaluate the state of the business and workforce, and identify possible challenges within the employee population
* Assisting in the development of HR policies in order to satisfy legal requirements, cost containments, and work environments consistent with CA’s DNA principles
* Partnering with the Business Practices and Compliance team to conduct investigations and recommend corrective action
* Promoting business ethics and DNA Principles in all efforts
* A minimum of four years of HR experience, including two years of direct employee relations work