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# Example of Employee Relations Specialist Job Description

Our company is looking to fill the role of employee relations specialist. 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 specialist

* Responsible - you will lead by example in putting our values at the heart of all ER approaches
* Visible - you`ll set time aside to spend with the wider People and business teams
* Infectious Energy -the way you go about carrying out your role, with passion, energy, and determination to make a difference, will inspire teams to approach all Employee Relations issues with positive intent and authenticity
* Business team ownership of Employee Relations
* Consistently Brilliant Experience for our People
* Increase in Engagement levels
* Reduction in people turnover
* Excellent feedback from People Experience Director and Business Partners
* Excellent feedback from Business Unit People Directors, MD(s) and leadership teams
* This role is will be more of a subject matter expert and a mentor, advisor and trainer for ER Specialists

## Qualifications for employee relations specialist

* Bachelor's degree in Human Resources, Management, or Business Administration is required
* Must have experience training and making presentations
* Technology savvy (operations within Microsoft package-excel, ppt) and prior experience with an HRM
* Ability to handle highly confidential and sensitive information with discretion
* Extensive use of telephone and face-to-face communication requiring the ability to accurately communicate information
* High School diploma and Associates degree