Downloaded from <https://www.velvetjobs.com/job-descriptions/hr-business-consultant>

# Example of HR Business Consultant Job Description

Our company is looking for a HR business consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for HR business consultant

* Implement Talent Management rigor across internal departments resulting in development plans, improved addressing of performance issues and development of high potential/high performing talent resulting in increased performance
* Partner with managers and Associates at all levels to ensure accurate interpretation of Company policies and procedures
* Review and revise HR policies and procedures, policy development
* Assist to provide advice and guidance on disciplinary actions
* Unemployment claim processing
* Manage all employment claims and hearings
* Ensure that performance appraisals are conducted in accordance with Company policy
* Monitor trends in employment practices and advise appropriate proactive action
* Assist Recruiters with candidate screenings and posting positions as needed
* Assist with annual enrollment rollout and training

## Qualifications for HR business consultant

* PHR/SPHR required
* Required to maintain confidentiality as appropriate for situation
* Bachelor’s degree in human resources, business administration, organizational development, or a related degree or equivalent experience
* Reads and interprets corporate and business policies and applicable employment laws
* Writes business correspondence (i.e., letters, policies, corrective action)
* Understands issues in the context of the big picture and can develop and execute on solutions appropriate for the situation