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# Example of HR Senior Advisor Job Description

Our growing company is hiring for a HR senior advisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR senior advisor

* Reinforce permanent ER / HR presence at OT Site by providing ER support and guidance to the Underground Project for awarded Works Contractor organisations
* Manage complex Employee Relations investigations and Industrial Relations matters such as multi contractor investigations, collective action responses
* Manage all monthly reporting collation and contracts progress meetings supporting the awarded works contractor Employee Relations Management Plan
* Manage Labour Law advice in relation to rosters, hours of work, schedule anchored to mobilisation of contractor workforces anchored to approved Employee Relations Management Plans for awarded Works Contractors and EPCM
* Responsible at OT Site to deliver and support the implementation of organisational initiatives and services including Talent Management, Employee Engagement, Diversity and Performance team initiatives
* Implement and/or lead change management initiatives as required, including managing communications and interactions with site leadership team on workforce matters
* Provide day-to-day direction, guidance and mentoring to the site based national ER/HR Advisors
* Active participation in the Mongolia based HR team, including contributing to team development and HR process improvement initiatives
* Work closely with business area managers to identify trends and implement initiatives to reduce absence
* CIPD level 5 qualification

## Qualifications for HR senior advisor

* Considers the bigger picture the detail
* You will also shape demand in the business
* You will collect input from the business and IT to develop the annual IT Operating Plan
* You will drive on-going and continuous improvement in our processes, our data, and our ways of working
* You will maintain an ‘external lens’ by keeping up to date with latest technologies and trends across the external market, by attending external events, building a network with external companies, vendors, professional services organizations and benchmark organizations
* Highly developed consultancy skills