



# Example of Advisor Relations Job Description

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Our innovative and growing company is looking for an advisor relations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for advisor relations

- Contribute to the development of processes to track and report on trends and emerging issues relevant to business lines supported, and provide HR Business Partners and business leaders with meaningful and actionable information on trends and emerging issues in Canadian workplaces
- Manage relationships with HR Business Partners, Compliance, Compensation, Communication, the General Counsel Group and other functional partners to ensure Employee Relations is engaged appropriately to support assigned business lines
- Build and strengthens relationships with senior business leaders to gain trust and credibility and be viewed as an enabler to the business
- Determine facts and provide documentation to resolve issue(s)
- Acts as a liaison with the Legal team to address cases that may result in potential legal action
- Interpret legislation and legal requirements on an informal basis across the organization, but will not provide legal opinions
- Support managers dealing with legal challenges
- Contribute to and develop content in a written format to distribute to members
- Provides support to managers and other HR functions throughout annual performance review process
- Provide advice to retail managers across all areas of ER including absence management, disciplinary, performance management, problem solving, maternity and flexible working via phone calls on the ER Advice Line

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- Bachelor's degree in human resources or other applicable field of study plus 15 years of experience in human resources
  - Strong knowledge of pertinent labor/employment law human resources management principles, practices and procedures
  - Three or more years of labour relations experience in an industrial unionized environment (workplace/disciplinary investigations, attendance management, grievance management, performance management, union-management committees)
  - Minimum of 10 years' HR Generalist experience (6 years' cumulative experience in Employee Relations)
  - At least 2 year's relevant HR Generalist experience
  - The ability to thrive in a fast paced, ambiguous environment the agility to respond flexibly to change