



Example of Consultant, Human Resources Job Description

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Our innovative and growing company is searching for experienced candidates for the position of consultant, human resources. 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 consultant, human resources

- Provides assistance in the investigation and resolution of employee issues, and guidance on performance management and corrective action procedures
- Conducts or participates in the investigation of compliance/ethical complaints and other reported employee relations issues and provides advice and recommendations to employees and managers on appropriate resolutions
- Participate in workforce planning activities such as organizational structure, staffing solutions, employee retention, and succession planning
- Participates in labor relations-specific activities such as labor contract negotiations, grievance resolution, and arbitrations
- Design and maintain the rules for the organisational structure creation
- Design and maintain the rules for the span of control in different business units
- Conduct regular audits of the organizational structure and recommend changes to make the organization more efficient
- Design and maintain the job evaluation methodology
- Manage discrete end to end redesign programmes involving a single function, department or location from understanding the organisational implications of strategy through to design and implementation
- Conduct interviews, deliver workshops and analyse organisation documents and data in the early phases of a programme to help develop a clear

Qualifications for consultant, human resources

- Strong results orientation, consulting, collaboration & relationship skills
- Demonstrated ability to lead professionals & manage others through influence & collaboration
- Demonstrated ability to influence others, and to work in collaboration across a wide variety of stakeholders
- Ability to work independently to support multiple remote locations
- Emonstrated ability to develop strong partnerships and client relationships
- Must be highly organized and capable of directing multiple projects in a fast-paced environment