



Example of Consultant, Human Resources Job Description

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Our company is growing rapidly and is looking to fill the role of consultant, human resources. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for consultant, human resources

- Facilitate communication among partners and management
- Partner with managers on change initiatives that impact people
- Ensure compliance on HR-related company guidelines and policies, compliance with all legislative regulations
- Challenges and supports senior managers on approaches to business problems, issues and, strategies
- Drive increased utilization of talent management components through specialty services consultation and client support
- Receives and responds to Service Requests initiated from Comprehensive Services Administrative Solutions Support Teams and/or Relationship Managers to deliver consulting services to clients on talent strategy and execution
- Analyzes client processes and requirements and makes recommendations in order to offer the appropriate best practice including roadmaps, toolkits and playbooks to meet needs/requirements
- Establishes and manages activities toward project milestones independently or in conjunction with Implementation, Relationship Management and Service Team
- As needed, may engage Professional Services for those projects outside the scope of the offering that may result in a billable engagement with the client
- Builds tools for clients to include roadmaps, playbooks and toolkits using current industry trends from relevant sources in human resources and talent

Qualifications for consultant, human resources

- HR Architecture Design
- Talent Management, Sourcing & Deployment
- Performance Management Delivery
- Remuneration Management
- Learning Delivery
- Payroll Data/ Rewards & Benefits