



## Example of Consultant Relations Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of consultant relations. 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 relations

- Identify and partner with appropriate HR/LR Consultants and Union to ensure timely follow-up
- Research LR bargaining related information as required
- Maintain an excellent working relationship with union
- Design, implement and evaluate common solutions that attract, retain and optimize the associate's employment experience
- Continually design policies, programs and practices that align with organizational values and business objectives and help foster positive working relationships
- Serve as an associate relations subject matter expert and provide input for the development of employee relations strategies
- Plan and create common strategies, tactics, activities and materials for the purpose of conveying messages to associates
- Create consultative and collaborative coaching relationship with employees and managers
- Investigate and recommend solutions to HR Business Partners and Business Leaders to resolve work-related concerns and complex investigations for all levels within the organization
- Lead the development of leadership training materials and facilitate leadership training sessions for all levels of the organization

### Qualifications for consultant relations

- Mindset of a business owner, will adhere to the highest standards and think creatively to realize opportunities, wherever they may b
- Experience handling and resolving associate relations issues and complaints is required
- Capability to lead projects and experience writing detailed procedures and communications is strongly desired
- Strength in working with details, facts and conducting analysis is preferred
- Proven objectivity and experience applying professional judgment to complex HR-related situations