



# Example of Contract Consultant Job Description

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Our company is hiring for a contract consultant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for contract consultant

- Advises managers on legal guidelines for managing, hiring, disciplining and evaluating employee performance to ensure units act in compliance and minimize liabilities
- Partners with managers, staff and bargaining unit representatives to timely address a variety of workplace issues in a way that provides tangible value to the unit
- Facilitates problem solving and decision making utilizing a win-win solution approach
- Demonstrates solid understanding of the operations of the client units the needs and challenges of managers and staff
- Assists with the buy in and implementation processes of organizational change initiatives and Central HR programs in support of unit strategies and university objectives
- Works with managers to guide and facilitate the disciplinary process when needed
- Works with departments heads and managers regarding all compensation requests such as position reviews/reclassifications, internal equity, salary increases, salary offers, partnering with Compensation department as needed
- Understands need for and how to use HR Analytics and other relevant data to help line leaders make informed decisions
- Participates in all team meetings and other projects as assigned
- Taking full ownership and accountability for the end-to-end recruitment process

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- Weighing reporting process improvement against status quo, business needs and other initiatives
  - Performing business practice analysis to identify opportunities for improvement
  - Facilitating resolution of implementation and rollout issues
  - Proactively develop and maintain strong relationships with assigned client groups in order to understand how their strategic priorities impact the client domain and credit bureau
  - Act as a single point of contact for their assigned client groups for any projects/initiatives that require enhancements to, or use of client or credit bureau information, processes, or services
  - Review and understand the client groups fiscal project plans and strategic priorities in order to assess opportunities or impacts to the client domain and credit bureau