



Example of Director Employee Relations Job Description

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Our innovative and growing company is looking for a director employee relations. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for director employee relations

- Conduct data analyses and develop insightful information for senior management decision-making on such issues as voluntary turnover and grievance patterns
- Assess and consult on organizational effectiveness issues and client needs as related to employee performance
- Serve as primary liaison with the Office of State Human Resources and the UNC General Administration on employee relations issues
- Lead, coach, and mentor the professional and support staff provide financial acumen, knowledge, and oversight of the budget and fiscal activities for the department
- Other duties as assigned by the AVC-HR
- Conduct and lead complex, high-risk and/or sensitive confidential investigations related to employee issues and claims
- Creates a comprehensive and sustainable employee engagement strategy based on survey results, focus groups, town halls, one-on-one interviews, and other methodology
- Incorporate a retention strategy based on engagement survey results, exit and onboarding interviews and leadership collaboration
- Collaborates on the overall production of regional internal communications, events and program materials, including newsletters, pre-shifts, e-blasts, for the purpose of communicating critical information to employees at all levels
- Provides proactive HR assistance, support and advice to business partners on

Qualifications for director employee relations

- Oversee the company's labor relations programs, policies and operations, including addressing interactions regarding existing or potential union representation
- Develop and manage relationships with external partners as needed to deliver goals and objectives
- Bachelor's degree, , Business Administration, Human Resources, Industrial Relations or similar. Master's or law degree preferred
- 10+ years of progressive HR experience adding value to business partners and employees, leveraging HR and business expertise to drive innovation and change
- Have a solid understanding of HR disciplines including Employee/Labor Relations, Training, Compensation, HR Compliance, Diversity, Performance Management and Talent Development
- Specialized knowledge in HR processes and policies, employee relations and industry trends