



# Example of Employee Relations Consultant Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking for an employee relations consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for employee relations consultant

- Processes internal and external grievances and complaints in compliance with established procedures
- Oversee or advise on investigations of sensitive employee complaints and concerns by involving the appropriate individuals and functions
- Consult with HR business partners on leave process and compliance
- Consult with people leaders, regarding work-related issues/problems such as performance management, HR policies and practices, legislative requirements, and when appropriate professional/career development and guidance to enhance working relationships and productivity
- Review, advise and provide support as appropriate, on employee terminations to ensure compliance with state and federal laws, policies, procedures and standard management practices
- Provide credible advice, guidance, and professional support with respect to interpretation and application of employee relations policies, practices, and procedures
- Advise and provide guidance/support to employees regarding work-related issues including, but not limited to, conflicts with manager/peer, role strain, performance issues, real or perceived discrimination and disability/leave management
- Provide direct assistance to people leaders as appropriate, in the resolution of individual workplace disputes, including mediation

- Research policies, practices and procedures, case law and training programs and assist in creating new and innovative policies and programs

### **Qualifications for employee relations consultant**

- Excellent knowledge of employment and Human Rights legislation, trends & practices
- Excellent interpersonal, conflict management & communication skills
- Demonstrated ability to support a positive team environment and to contribute to team development and transfer of knowledge
- High degree of judgment and discretion in dealing with confidential and sensitive information
- Ability to work well independently with multiple tasks and priorities
- PC literate (E-mail, Word, Microsoft Access, Excel & PowerPoint)