



Example of HR-Employee Relations Job Description

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Our company is growing rapidly and is looking for a hr-employee 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 hr-employee relations

- Managing long term absence with the line manager and external supplier if appropriate, support activities related to long term employee absence case management
- Arrange occupational health referrals and associated paperwork
- Manage short term intermittent absence in support with the line manager, advising line managers of appropriate actions in line with the absence policy
- Return to Work interviews and all associated absence paperwork
- Supports the deployment of Corporate programs, Employee Engagement, Talent Management and Organizational Effectiveness, Total Rewards
- Identifies and mitigates risks and resolves human capital matters
- Partners with leaders to build an effective development culture
- Follows up with associates to determine reactions to specific actions taken
- Develops case management and/or investigation plan for each case
- Assists team members with workforce issues by listening empathetically to concerns, managing expectations, and handling the case in a sensitive manner

Qualifications for hr-employee relations

- 6+ years on all HR related disciplines
- Understanding of Employment Law and Employee Relations
- Professional HR designations

- Must have a car and be able to travel as required