



Example of HR-Employee Relations Job Description

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Our growing company is searching for experienced candidates for the position of hr-employee relations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for hr-employee relations

- Guides and coaches managers, supervisors and employees regarding HR policies, procedures and programs, benefit programs and the resolution of work-related issues or return to work situations by telephone, using email and through meetings and training sessions
- Provides guidance and (depending on level) responds to escalated HR Service Center inquiries from employees, retirees, and dependents regarding benefits, policies, and Service Center procedures
- Drive consistent HR Rhythm of the Business (ROB) activities
- Support employee relations investigations
- Performance management and employee behavior coaching and education to employees and managers
- Serves as initial HR point of contact for advice, problem resolution, and facilitation in the areas of complex or escalated employee relations and employee discipline and termination
- Acts as a liaison between department managers, HR, Legal, and employee
- Conducts internal investigations nationally and globally
- Interviews complainant, witnesses, and the accused while collecting evidence in order to make disciplinary recommendations to Executive-level leadership regarding employee wrongdoing and unprofessional conduct
- Adjudicates for all criminal background checks with discrepancies

Qualifications for hr-employee relations

- Ability to manage the execution of people related projects
- Undergraduate degree in HR is preferred
- Master's Degree in Human Resources preferred
- Geographical mobility to travel between Thirsk, Witham St Hughs, Wolverhampton, Hull and Worksop