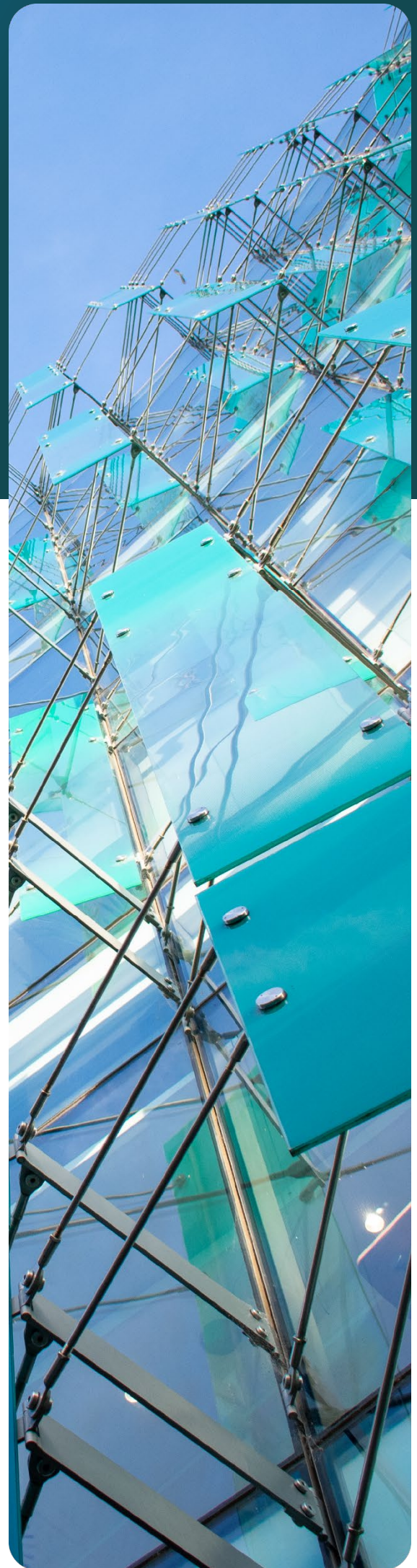


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MHM Automation – People & Culture Advisor

Position Description and
Additional Information

April 2026



Position Description

Title:	People and Culture Advisor
Location:	Christchurch
Reporting to:	Head of People & Culture
Business Unit:	People and Culture
Direct Reports:	Nil
Indirect Reports:	Nil
Key Relationships:	SLT, Payroll, H&S, Senior Managers, Operations teams, P&C team, Recruitment companies, Learning and Development consultants, OCP services

Purpose of the position:

The People & Culture Advisor plays a key role in fostering a positive, high-performing, and inclusive workplace culture. This role is responsible for supporting the full employee lifecycle, including recruitment, performance management, employee relations, training and development, and policy compliance.

As a trusted partner to employees and leaders, the People & Culture Advisor works to strengthen engagement, enhance workforce capability, and drive continuous improvement across HR processes. This role provides expert guidance on employment relations, talent development, and compliance with employment legislation, ensuring fair and consistent people management practices.

Additionally, the People & Culture Advisor supports all people initiatives, change management, and HR reporting, leveraging data-driven insights to inform strategic decision-making. By proactively identifying opportunities to improve workplace policies and employee experiences, this role contributes to building a resilient, adaptable, and motivated workforce aligned with the company's values and business objectives.

Key Accountabilities:

Accountabilities	Indicators of Success
Health & Safety: Commit to and comply with all company health and safety practices, ensuring policies, procedures, and behaviours are followed.	A strong understanding of health and safety policies is maintained, with full compliance at all times.
Projects: Design and develop HR programs and initiatives that improve processes and employee experience.	Continuous improvement initiatives are implemented, enhancing engagement and retention.
Relationship Management: Build and maintain strong relationships with employees at all levels to foster trust and open communication.	High levels of trust and collaboration are maintained across the organisation.

<p>Performance Management: Coordinate performance appraisal and mid-year reviews, ensuring clear communication and structured implementation.</p>	<p>Performance processes are effectively administered, resulting in timely and accurate feedback.</p>
<p>Employment Relations: Provide guidance and support to managers on resolving employment relations issues, ensuring compliance with best practices.</p>	<p>Employee relations matters are handled consistently and fairly, reducing workplace disputes.</p>
<p>Recruitment: Assist with recruitment and onboarding, including advertising roles, preparing contracts, conducting pre-employment checks, and facilitating offboarding.</p>	<p>Vacant roles are filled efficiently with suitable candidates, and all employment documentation is legally compliant.</p>
<p>Policy Compliance: Stay updated on employment law and recommend policy updates to ensure legal compliance.</p>	<p>All policies and procedures comply with employment legislation, with proactive updates as required.</p>
<p>Training & Development: Support employee training initiatives, ensuring training is planned, booked, and recorded.</p>	<p>Employees receive timely, high-quality training, and records are accurately maintained.</p>
<p>Employee Engagement: Develop and implement initiatives to improve employee satisfaction, motivation, and retention.</p>	<p>Employee engagement scores improve, and retention rates remain strong. Feedback mechanisms (e.g., surveys) show increased employee satisfaction.</p>
<p>HR Reporting & Analytics: Maintain HR metrics such as turnover, absenteeism, and engagement, using data to drive informed decision-making.</p>	<p>HR reports are regularly generated and used to make proactive improvements in workforce planning and employee well-being.</p>
<p>HR Systems & Documentation: Ensure all employee records, policies, and procedures are kept up to date and aligned with compliance requirements.</p>	<p>HR documentation is accurate, current, and accessible, ensuring compliance and efficiency.</p>
<p>Change Management Support: Assist managers and employees through periods of change, providing guidance and resources to ensure smooth transitions.</p>	<p>Employees feel supported through organisational changes, and resistance is minimised through clear communication and training.</p>
<p>Organisational Commitment: Adhere to company policies and procedures to maintain alignment with business goals.</p>	<p>Full compliance with company policies is consistently demonstrated.</p>

Contribute to MHM Vision and Values

Vision:

To design and supply innovative food processing and packaging systems to the world.

Values:

Accountabilities	Expected behaviour:
We are BOLD	
We solve problems, we are hardworking, courageous, and straight forward.	<ul style="list-style-type: none"> • Hard work • Resilient • Solution focused • Get the job done
We are ASPIRATIONAL	
We innovate, we think differently, we can do better.	<ul style="list-style-type: none"> • We innovate • We ask questions • We are confident • We solve problems
We are in it TOGETHER	
We are one team for our workmates, clients, and shareholders. We are proud of our diversity and our people. We do what we can to support and encourage a great work environment and excellent outcomes.	<ul style="list-style-type: none"> • Stringent health and safety standards • Teamwork and support • Honest and respectful behaviour
We STAND BY IT	
Integrity is the key to everything we do. We are honest and proud of our work.	<ul style="list-style-type: none"> • Attention to detail • Integrity • Always accountable and responsible • We own our behaviour

Person Specification:

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field (preferred).
- Experience in an HR or People & Culture role.
- Knowledge of employment law, HR policies, and best practices.
- Experience in recruitment, performance management, and employee relations.

Key Competencies and Attributes:

- Ability to build trust and communicate effectively with employees at all levels.
- Capable of handling HR challenges with a fair, logical, and compliant approach.

- Strong organisational skills to ensure accuracy in documentation, policies, and processes.
- Proactive in identifying areas for improvement and implementing HR initiatives.
- Ability to manage sensitive employee information with discretion.

Our process



OUTREACH AND ADVERTISING | Applications close 18 May 2026

Potential candidates identified through targeted search; applications reviewed and responded to.



APPLICANT SCREENING | Mid May

Initial screening of applications as they are received. This may include a discussion with candidates about their motivations for applying. We aim to run a timely and efficient process.



SELECTING AND SHORTLISTING | Mid-Late May

Once the role has closed our team will present the most qualified candidates to the client. Within this period, all applicants will receive notification of the status of their application.



CANDIDATE INTERVIEWS | Mid-Late May

Decipher Group prioritises a robust and consistent interview framework, based on a behavioural and competency-based assessment. Candidates will be advised of the interview structure and who will be present on the panel. All interviewed candidates will receive prompt feedback and will be advised of next steps once we have debriefed with the interview panel.



VETTING AND DUE DILIGENCE | Late May – Early June

We conduct thorough background checks and referencing to further assess competencies of preferred candidate/s. Decipher Group utilises a third-party provider for pre-employment and probity checks such as criminal history, qualification, employment history and bankruptcy. Our team will notify you in advance prior to us contacting your referees. Throughout the entire process, candidate confidentiality and privacy remain an absolute priority.



DECISION AND ONBOARDING | Early June

Following a rigorous evaluation, a conditional offer of employment will be made, subject to the completion of the above stage. Our team will communicate regularly with both the client and the successful candidate during this period. At the conclusion of the recruitment process, all remaining candidates will be notified, with the opportunity for feedback.

People & Culture Advisor – Step up!

- Hands-on and varied role
- Develop your business partnering skills
- Make real impact straight away

MHM Automation | Christchurch

MHM Automation is a globally recognised engineering business designing and delivering innovative food processing and packaging solutions. With a strong reputation for quality, ingenuity, and delivery, MHM is continuing to grow its footprint both in New Zealand and internationally.

As part of this growth, MHM is seeking a People & Culture Advisor to join the team. This opportunity is well suited to a high-potential HR professional keen to build their advisory experience and broaden their exposure across the business. Sound like you?

About the opportunity

Reporting to the VP of HR | APAC, this role sits at the centre of the People & Culture function and offers real exposure to leaders across the business, with a clear pathway into business partnering.

This is a hands-on, varied role where you'll be involved across the full employee lifecycle while also taking ownership of key coordination activities and people initiatives.

As the P&C Advisor, you'll be involved in:

- Recruitment and onboarding
- P&C coordination and administration
- Projects and people initiatives (including engagement)
- Performance and engagement processes
- Employment relations support
- HR reporting and systems

What we're looking for

To be successful in this role, you will be:

- An experienced advisor, with a strong foundation in recruitment, coordination or advisory support within a fast-paced environment.
- Ready to step up into a broader, more visible position with increased responsibility and exposure to leaders
- Confident managing recruitment coordination, HR administration, and core people processes
- Organised and detail-focused, with the ability to juggle multiple priorities in a fast-paced environment
- Motivated to get involved in projects and initiatives that improve engagement and capability

Equally important is your approach. You will bring:

- Resilience and confidence – willing to back yourself and constructively challenge when needed

- The ability to build credibility with leaders early in your career
- Strong interpersonal skills, with the ability to connect across all levels of the organisation
- A practical, solutions-focused mindset and sound judgement

Why MHM Automation?

This is an opportunity to join a business that values innovation, teamwork, and accountability. You'll be part of a supportive People & Culture function, working closely with experienced leaders while building your own capability and career. If you're looking for a role where you can step up, take ownership, and grow into a future Business Partner, this is a compelling next move.

How to apply

Apply online at Decipher Group's [Opportunities](#) page. To discover more about MHM Automation, visit www.mhmautomation.com

For a confidential discussion about the role; make a time for a chat with Leanne Crozier by texting 021 245 2224 or by email to Leanne@deciphergroup.co.nz

Applications close: Monday 18th May

Please note that applications will be considered and assessed as they come in – please do not wait to apply.

Please do not email us your CV and Cover Letter.
Please use the *Apply Now* link on our website.



Leanne Crozier
Director & Co-Founder
Decipher Group

Natural leader
Wordsmith
On point - on task
Connected

decipher

Our Diversity, Equity and Inclusion Statement

Decipher Group care deeply about helping individuals achieve their full potential and supporting organisations to thrive by working toward a more progressive future.

Fostering a culture of inclusion and belonging that truly values individual differences, backgrounds, and perspectives ignites creativity and new ideas – and this is part of what makes our team exceptional. For us, progress is the only goal worth benchmarking.

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