



ABODO

Position Description

Our Ambition: To build a global, innovation, specification-led timber brand

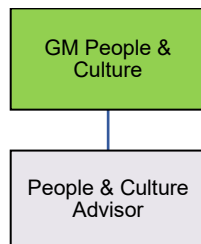
Position Title:	People & Culture Advisor
Reports to:	GM People & Culture
Location:	Head Office, 62 Ascot Road

Purpose of Role

The People & Culture Advisor partners with leaders and employees to deliver practical, compliant, and people-centred HR support across the employee lifecycle.

This role contributes to building a high-performing, values-led culture by providing trusted advice, supporting employee relations, developing leader capability, maintaining people processes and systems, and helping create a Better Tomorrow for ABODO's people and business.

Reporting Structure



Core Accountabilities

People & Culture Advisory Support

- Provide timely, practical and commercially sound advice to leaders and employees on policies, procedures, people practices and workplace culture
- Support employee relations matters including performance concerns, conflicts, absenteeism, and workplace conduct issues.

Employee Lifecycle Support

- Coordinate and support recruitment, onboarding, employment changes, confirmation reviews, performance reviews, development planning and offboarding.
- Support preparing employment agreements, variation letters, position descriptions and related documentation.
- Support workforce planning and talent acquisition activities

Performance & Leadership Support

- Assist leaders to set clear objectives, hold regular performance conversations and complete annual performance reviews.
- Support Individual Development Plans (IDPs) and capability development initiatives.



- Coach leaders on people management practices, performance improvement and employee engagement.

Policies, Compliance & Governance

- Maintain People & Culture policies, procedures and templates.
- Ensure employment practices remain compliant with legislation, company policies and best practice.
- Support audits, reporting and employment-related governance requirements.

People Systems & Reporting

- Maintain accurate and confidential employee records.
- Ensure HR systems and people data are current and reliable.
- Produce people metrics, reports and insights to support decision-making.
- Identify trends, risks and opportunities through workforce data.

Culture, Engagement and Wellbeing

- Support initiatives that strengthen engagement, wellbeing and ABODO's values-led culture.
- Assist with employee recognition, communication and culture initiatives.
- Contribute to Better Tomorrow and Champion People outcomes.

Continuous Improvement and Projects

- Support People & Culture projects and organisational change initiatives.
- Identify opportunities to improve employee experience, process efficiency and leader effectiveness.
- Assist with implementation of new people processes, systems and programmes.

Key Performance Outcomes

- Trusted, practical HR advice is consistently delivered.
- Recruitment, onboarding, performance and offboarding processes are completed accurately and on time.
- Performance review completion and development planning targets are achieved.
- HR records, documentation and systems are accurate and compliant.
- Leaders demonstrate improved confidence and capability in managing people.
- Engagement, wellbeing and culture initiatives are effectively supported.
- People data and reporting provides useful business insight.
- Continuous improvement opportunities are identified and implemented.

What the role does not do

- Does not set People & Culture Strategy
- Does not Approve remuneration changes
- Does not own business operational performance
- Does not make final decisions on hiring, termination or organisational design
- Does not replace leader accountability for managing their teams

Success Profile - Technical and Experience

- 3+ years' experience in a generalist HR, People & Culture, or HR coordination/advisory role.
- Experience supporting employee lifecycle processes including recruitment, onboarding, employment documentation, performance, engagement and offboarding.
- Strong administration, documentation and record-keeping skills, with excellent attention to detail.
- Confident using HR systems, Microsoft Office and people data to maintain accurate records and support reporting.
- Ability to provide practical HR advice and escalate more complex matters appropriately.



- Experience supporting policy implementation, process improvement and People & Culture projects
- Builds trusted relationships with leaders and employees through active listening, sound judgement and confidentiality.
- Communicates clearly and professionally, both verbally and in writing.
- Demonstrates discretion, empathy and fairness when dealing with sensitive people matters.
- Balances people care with commercial awareness and practical business outcomes.
- Is organised, proactive and able to manage competing priorities in a fast-paced environment. Shows curiosity and a willingness to learn across all areas of HR.
- Takes ownership, follows through and delivers work accurately and on time

Our Values – what is important to us

Our Values are about why and how we do things and how they form the foundation of our culture.

Take Pride: We don't take chances. We will ensure we are a reliable supplier of carefully crafted products and services

Solve Problems: We provide solutions to our customers' problems and our own internal problems with a spirit of innovation.

Propel Change: Our impact is to make a difference. We go beyond sustainability in the way we work. We leave things better than where we found them

Champion People: Our solid bond helps to create a Better Tomorrow for everyone. Be there for your team, show up and own your role. Be bold, share your voice.

The duties contained in this Position Description may be modified and updated by the Employer from time-to-time following agreement with the Employee. This above information is intended to describe the general nature and level of work being performed and therefore does not imply that the duties/skills listed are the only duties/skills to be performed by the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

PD Created by:	GM P&C	Date PD created:	August 2026
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