

Flexible working tips for staff

Thoughtfully design your flexible work arrangement

- Familiarise yourself with your organisation's flexible work policies
- Develop your flexible work arrangement in a way that is sensitive to the unique needs of your team, practical needs of your work role and plays to your personal motivations and strengths

Clearly communicate and record your work arrangements

- Encourage your work team to use a shared calendar or information portal that details everyone's working arrangements
- Remember to keep external offices and stakeholders informed, including addressing time zone issues

If appropriate, volunteer for complex tasks and/or reactive work

- Working flexibly should not preclude you from undertaking challenging or time-restricted tasks that offer an opportunity to develop and/or showcase your skills, knowledge and talent
- If your circumstances allow, design ways to contribute or assume sole responsibility for key projects and/or urgent work

Establish strong peer support and back-up systems

- What's your plan A, B and C...to manage unforeseen issues?
- How are you able to adapt and be responsive within your flexible working arrangements to help your team when they need extra support?

Agree on specific work outcomes within set timeframes

- This is particularly important if you work less than full time hours and/or are working remotely
- This should be a component of your regular informal, progress updates and incorporated in your performance appraisal cycle

Maintain visibility

- Stay informed: Invest time building strong relationships with your colleagues and know your team's broad objectives, current priorities and specific projects and tasks
- If working remotely, develop systems so that your colleagues to know when you're starting and finishing work as well as updating them on your progress and contribution

Maintain clear boundaries around work time

- If you're not working, there should be no requirement nor expectation, to check or respond to your work phone or email.
- Remember: you are working flexibly to achieve a better balance with the other things you have chosen as life priorities

Regularly review your flexible working arrangements

- Assess how your work arrangement is working for you, your colleagues and your supervisor?
- What changes, if any, are necessary?