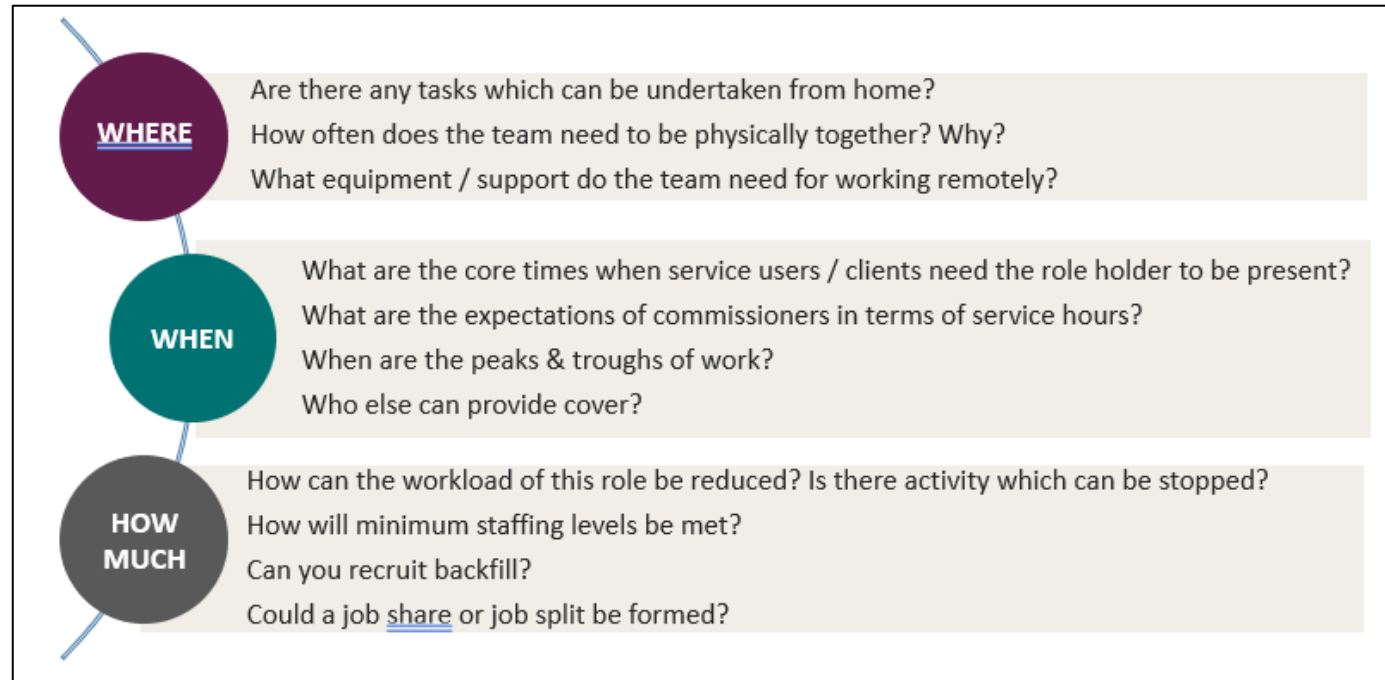




# FLEXIBLE JOB DESIGN TOOL

Getting flex right –  
A role-by-role guide to  
designing flexible jobs

Produced by  
**timewise**



# Job Design for Successful Flex



<b>Role title being analysed:</b>		<b>Completed by &amp; date:</b>	
-----------------------------------	--	---------------------------------	--

<b>DECIDING WHAT'S POSSIBLE – WHERE?</b>	
• Have there already been examples of home working in this role? (What has this demonstrated?)	
• Are there any tasks which can be undertaken from home? How often do these need to happen / how long do they take?	
• Does the team need to come together in person? How often? For what purpose? Where?	
• What equipment/support do the team need for working remotely / lone working? Is this already in place?	

RECOMMENDATION PLACE-BASED FLEX	Note if already in place for this role Y/N?	Recommendation (for existing staff) Y/N?	Recommendation (at point of hire) Y/N?	Parameters or considerations to make this a success
<b>Working from home</b> (please specify recommended minimum/maximum)				

**SUMMARY OF FINDINGS:**

# Job Design for Successful Flex



DECIDING WHAT'S POSSIBLE – WHEN?																						
<ul style="list-style-type: none"> <li>When are the busy times?</li> </ul>	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	0600-0700	0701-0800	0801-0900	0901-1000	1001-1100	1101-1200	1201-1300	1301-1400	1401-1500	1501-1600	1601-1700	1701-1800	1801-1900	1901-2000	Overnight
<ul style="list-style-type: none"> <li>When are the key times (ie critically important times for the service user, team or routines)?</li> </ul>	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	0600-0700	0701-0800	0801-0900	0901-1000	1001-1100	1101-1200	1201-1300	1301-1400	1401-1500	1501-1600	1601-1700	1701-1800	1801-1900	1901-2000	Overnight
<ul style="list-style-type: none"> <li>When are the critical times that the employee needs to be available to their service users/others?</li> </ul>	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	0600-0700	0701-0800	0801-0900	0901-1000	1001-1100	1101-1200	1201-1300	1301-1400	1401-1500	1501-1600	1601-1700	1701-1800	1801-1900	1901-2000	Overnight
(or insert your own time window)																						
<ul style="list-style-type: none"> <li>If employee is absent for sick leave or annual leave who covers?</li> <li>Could backfill be recruited / arranged in the same way to enable more flexible schedules?</li> </ul>																						
<ul style="list-style-type: none"> <li>Are fixed shifts possible? Any parameters / restrictions on this? e.g. non-negotiable times</li> </ul>																						

# Job Design for Successful Flex



RECOMMENDATION TIME BASED FLEX	Note if already in place for this role Y/N?	Recommendation (for existing staff) Y/N?	Recommendation (at point of hire) Y/N?	Parameters or considerations to make this a success (to be discussed by line managers and employee)
<b>Flexible start and finish time</b>				<i>What are the best times for this?</i>
<b>Compressed hours</b> (longer shifts worked over fewer days)				<i>What is the longest shift length you'd consider? (think about wellbeing of staff, and value to service)</i>
<b>Different length of working days / shifts across the week</b>				
<b>Monthly/ annualised hours</b> (working hours are calculated over a month/year)				
<b>Term time contract</b> (school holidays not worked)				
<b>Split shift</b> / longer break in middle of shift				
<b>Fixed shifts</b> (regular, predictable shift pattern)				
<b>Shift swap arrangements</b>				
<b>Team based scheduling / employees request shifts or patterns</b>				

**SUMMARY OF FINDINGS:**

# Job Design for Successful Flex



DECIDING WHAT'S POSSIBLE – HOW MUCH?						
• What are the key elements of this role?						
• What is the unit of analysis which determines the size of the role? (e.g. number of clients, transactions, accounts, cases?)						
• What are the fixed-volume elements of the role? And how much time do they take up? (e.g. training, meetings etc which last same time whether working part time or full time)						
	Notes	1	2	3	4	5
1) The role holder only needs to be present at a few certain key times	<i>(See answers to WHEN above)</i>	Strongly disagree	Disagree	Neither agree or disagree	Agree	Strongly agree
2) It is possible to move some of the workload elsewhere/delegate	<i>What would impact be on service users / others?</i>	Strongly disagree	Disagree	Neither agree or disagree	Agree	Strongly agree
3) It is possible to stop some of the tasks	<i>Any detrimental impact?</i>	Strongly disagree	Disagree	Neither agree or disagree	Agree	Strongly agree
4) It is possible to reduce hours	<i>If not, could this happen in time?</i>	Strongly disagree	Disagree	Neither agree or disagree	Agree	Strongly agree
5) We can recruit backfill to cover the missing hours	<i>How feasible is this?</i>	Strongly disagree	Disagree	Neither agree or disagree	Agree	Strongly agree
6) Minimum staffing levels will still be met	<i>What's the impact of this?</i>	Strongly disagree	Disagree	Neither agree or disagree	Agree	Strongly agree
Please specify <b>what</b> work would need to stop / be done differently / by someone else?						

# Job Design for Successful Flex



RECOMMENDATION REDUCED HOURS FLEX	Note if already in place for this role Y/N?	Recommendation (for existing staff) Y/N?	Recommendation (at point of hire) Y/N?	Parameters or considerations to make this a success (to be discussed by line managers and employee)
<b>Part time</b> – reduced number of days/shifts worked each week				<i>e.g. minimum hours needed to work</i>
<b>Part time</b> – reduced number of hours worked each day/shift				<i>e.g. minimum/maximum shift length</i>
<b>Job-share</b> – an arrangement in which two part time people share the work of a full time role				<i>e.g.: Would require further exploration with prospective job share partner</i>
<b>Study or other leave</b>				

**SUMMARY OF FINDINGS:**

This tool will help you consider the different options of flexibility linked to *when, where and how much*. You will have indicated which flexible working options should be considered and which are less likely to work at the current time. You will also have considered the parameters or considerations which you have identified through your analysis to make this a success.

These will be useful for you to discuss with your team or with individual team members.

