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| **<Division/Faculty/Team>**  **Hybrid Working – What it looks like for us** | | | |
| **What’s our core purpose?**  Functional responsibilities, link to University Strategy, services delivered | **Who are our key stakeholders?**  Be specific – who are they and how do we interact e.g. online students, on-campus students, managers, executive, staff etc  Consider any service standards applicable  Outline stakeholder communication requirements/modes  Availability expectations | **Principles for flexible working and what’s important to us.**  Consider principles around support for campus vibrancy, students being vital to success,  Consider flexibility principles i.e. mutual trust, focus on outcomes, fairness and equity, however also recognising not a one size fits all etc  Team member responsibilities e.g. managing time/workloads and supporting clients.  Encouraged practices | **How do we collaborate and stay connected?**  Is the team located across multiple locations?  Technology utilisation e.g. MS teams, skype, outlook calendar updated with availability, outlook calendar sharing  Agreed common days in the office, dedicated team meeting day/forums, dedicated meeting-free days  Peer to peer contact arrangements |
| **What are our on-campus attendance requirements/considerations?**  On-campus operational requirements  Coverage levels and expectations  Peak periods of on-campus activities e.g. o-week, graduations etc  Work/health and safety requirements?  Do any space management issues need to be listed e.g. shared office? Hot desking? | | **What are the working arrangements for our team?**  Division/Faculty – what level of autonomy will teams have to determine working arrangements?  Consider statements around attendance expectations of leaders and/or staff  Modes of working available  Span of work hours and overtime  Any specific flexible or hybrid work parameters  Flexibility during session breaks and troughs  Pattern of attendance expectations  Process for requesting approval  Process for making changes  Process for raising concerns  Structured vs unstructured working arrangements? Ad-hoc or ongoing?  If hybrid not an option, what other flexibility is there? | |