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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 etcConsider any service standards applicableOutline stakeholder communication requirements/modesAvailability 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 etcTeam 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 sharingAgreed common days in the office, dedicated team meeting day/forums, dedicated meeting-free daysPeer to peer contact arrangements  |
| **What are our on-campus attendance requirements/considerations?**On-campus operational requirementsCoverage levels and expectationsPeak periods of on-campus activities e.g. o-week, graduations etcWork/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 staffModes of working availableSpan of work hours and overtimeAny specific flexible or hybrid work parameters Flexibility during session breaks and troughsPattern of attendance expectationsProcess for requesting approvalProcess for making changesProcess for raising concernsStructured vs unstructured working arrangements? Ad-hoc or ongoing?If hybrid not an option, what other flexibility is there? |