

Flexible Sussex Flexible Working a Guide for Managers

Background

The University is relaunching its existing flexible working procedure as part of the University's Equality, Diversity and Inclusion Strategy. Flexible Sussex - becoming an organisation that is flexible by default to ensure we are inclusive in everything we do – is one of the four goals within the strategy. Flexible working forms one strand of delivering this goal.

The University already has a flexible working procedure that enables staff to adopt flexible working patterns, but feedback through the Changing University Cultures research, Athena SWAN and discussions in relation to reasonable adjustment for staff with a disability has identified that this procedure is not widely understood and that it is not applied equally across the University.

Flexible Sussex

In response to the feedback about flexible working we are not changing the procedure but the way it is used. From 1 October 2018 all roles will be advertised as open to flexible working arrangements¹

3. Embracing Flexible Working Advice for managers

Flexibility is an opportunity not a threat

Implementing flexible working arrangements across our teams will present a variety of challenges that are real and need to be addressed. We need to see these challenges as an opportunity to improve how we work both within and between teams and in the services we provide. Encourage your team to embrace the change.

Be open and proactive in discussions on how to enable flexibility

Within our community there will be differing views about flexibility based on previous experiences both positive and negative but also based on myths and misconceptions. Take time to understand the truth about flexible working and the overwhelming positives it brings to individuals and organisations. Reflect on whether you or any of your team have conscious or unconscious bias about flexible working. It is important for your team to discuss these.

Discuss priorities, activities and roles with your team and collaborate to design flexible working solutions. Try things out and see what works and what doesn't. It is easier to design a flexible and agile service that can adapt to a range of requests than to deal with requests