

TEAM TALK

Good Work Design:

Providing flexible work



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This team talk is part of a series created to help you discuss good work design with your team. Read the team talk to your team and use the questions to start a discussion.

Introduction

The way we work has changed and our expectations of work have also changed. People need and expect their home and work lives to be in harmony.

Flexible work can improve psychological and physical health and wellbeing, by enabling people to manage demands and responsibilities more easily in their home and work lives. It's also critical to attracting and retaining staff.

Comcare's [Providing flexible work](#) video and [better practice guidance](#) outlines how great managers provide flexible work for their team. Let's watch the video—which is designed for managers but has messages that are relevant for all of us.

How to support flexible work

Flexible work arrangements need to work for all parties – the employer, the team and the worker. Flexible work is successful when workers act responsibly and when their managers provide effective support for the arrangements.

Understand the options and consider your own needs:

- Understand that what's right for one person may not be right for the next and that the flexible work options that suit one role might be different to another.
- Focus on and understand the flexible work options that are available to you and have open and honest conversations about your flexible work needs. Look for mutually beneficial solutions.
- Review your organisation's flexible work options.
- Consider completing a flexible work arrangement agreement.

Understand the work health and safety hazards and risks associated with different types of flexible work:

- Hazards include ergonomic issues with workstations, blurred boundaries between work and home, work intensification, excessive working hours and feelings of isolation.
- Be aware that remote or hybrid work may increase the impact of other psychosocial risks, particularly if people are not feeling adequately supported.
- As a team, talk about what hazards or risks you can identify and work together to implement control measures that eliminate or minimise them.

Build trust through autonomy and respect:

- We are more motivated to perform when we feel trusted and have autonomy.
- Set up regular check-in points to help your team to stay connected, communicate effectively and manage the delivery of outcomes.
- Keep talking about flexible work arrangements, associated hazards and make adjustments as needed to ensure arrangements continue to work for the individual, the team and the organisation.



One size does not fit all



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Discussion

- How do you feel about your flexible work arrangements and the options available to you?
- As a team do we need to do more to better support flexible work arrangements?
- What opportunities are there for a more flex-friendly work design?
- What hazards or risks do you think are associated with your flexible work arrangements and how are these impacting you?
- How could we address the hazards or risks you have identified?

Notes

This section can be used to record agreed actions arising from your discussion and/or attendance.



Laptops



Connection



Times