

# Accessing flexible working

Understand types of flexible working arrangements and how to access them.

Flexible working is about rethinking the where, when and how work can be done, in a way that works for you without compromising on service delivery for the people of NSW.

Everyone employed in the NSW Government sector can begin a conversation about what type of flexible working might be available, regardless of the reason for why you might be seeking it. You do not need to have served a waiting period before you can ask, and it can include contractors (if the agency has established this with any third parties involved).

Flexible work needs to work for you as well as your team, organisation and clients or customers. It's your responsibility to demonstrate how your work will be maintained or improved, whether you work flexibly or not.

When thinking about how your role can be performed flexibly, consider how your proposed arrangement will continue to meet core business needs, serve your clients and stakeholders, and accommodate the way your team works too.

There are lots of ways to work flexibly, and these resources can help you get started. Your agency's HR team can help you to identify which flexible working options might be available to you and how to access them.

## Types of flexible working

Understand what flexible working is and the options that might be available to you.



## Job share

Learn more about what job share is and whether it could be the right fit for you or your team.



### **Request a flexible working arrangement**

Resources to help you prepare your flexible working proposal and have a conversation with your manager.



### **Assess your readiness for flexible working**

Self-assess your flexible working skills and identify areas of development.

