

HOW TO STRUCTURE A JOB-SHARE

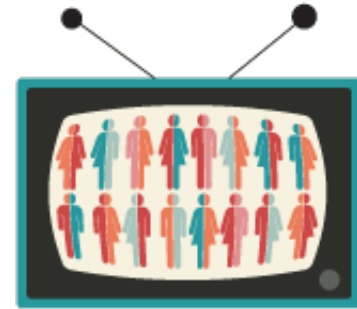
Suiting your arrangement to your needs and the needs of the production

Present as one voice

One Job, One Rate

Structure your job share according to the contract

Communication is key



Work alternate days... or shifts

Share the week

Split the contract

Share by filming block or location

Work it Out

What are you looking for in your job share?

How will your role work as a job-share?

What is your persona / style at work?

What problems might job-sharing solve for you?

What sort of job-share models might work for different roles? Split week? Shifts? Blocks? Locations?

What skills gaps could your partner help to fill?

What does the future look like?

What problems might job-sharing solve for you?

JOB-SHARE SUCCESS!

How to work with employers for a successful job-share

Hiring and Contracting

Advertising Jobs All jobs should be openly advertised as open to job-sharers (Zurich Study 2019)

Interview Together - get a sense of their dynamic and see their strengths as a pair.

Implement a job-share agreement document.

Rate and Benefits must be equal.

Empower the job-share pair and TRUST they will make it work

Make the most of it!

Divide the role in the most effective way possible. Make the most of having two people's skills, attributes, preferences and experience in your team. This is likely to achieve a higher standard of performance overall, and result in more motivated employees.

Make the most of potential flexibility. Absence, holiday and sickness cover - work being covered by someone who is already in effect doing it.

Set up to succeed!

Minimise common problems Handover and communication will present challenges, so ensure the pair put strategies in place to ensure continuity (we can advise on this)

Agree a time for regular feedback to allow the job-sharing arrangement to be tweaked to suit the unique needs of the production.

Challenge Unconscious Bias towards Job sharers. Visibly support the job-share and calls out people who have the attitude that flexible workers are less committed - No meetings on Friday at 5pm or unnecessary of hours emails (implement the use scheduled send).

Lead from the front "Leave loudly". Talk about parenting commitments and life outside of work

For successful job sharing there must be a genuine commitment from both managers and job sharing partners to make the arrangements work. Agreeing clear job-share arrangements from the outset is essential; so is communication and trust between the job-sharing partners and their line manager. TRUST is key.