



Managing Job Share Requests Made During Recruitment

“Council is committed to providing flexible working options for all staff”

Occasionally applicants for advertised positions may request consideration of a job share arrangement. These requests must be given due and genuine consideration. The first step is to determine the suitability of the applicant/s for the role through the usual shortlist and interview processes, prior to engaging in detailed discussions about the logistics of such an arrangement.

Procedure for Considering Job Share Requests

Step 1

Shortlisting and interviewing (as normal)

No further action required (other than advising applicants they have been unsuccessful in their application)

Step 2 (if applicant/s deemed suitable after selection activities)

Manager and potential job share partner/s meet to discuss the request taking into account the information overleaf. If the request is not possible, alternative work arrangements are also discussed. Manager consults with employees likely to be affected by the proposed changes

Request denied

Manager explains decision (giving reasons)

Request agreed

All parties agree if a trial period is to be implemented and the length of the trial period. Manager puts any agreements in writing, including the duration of the new arrangement and dates and process for review. **[OD Form – New Employee Request Form]**

Manager informs co-workers of any changes to work arrangements and develops strategies to integrate any changes in workflow

Processes established to ensure the employees are included in all workplace communications, consultation process and social activities and, as far as possible, facilitates attendance at training or staff meetings

Manager and employees meet regularly to review how the work arrangement is operating for all in the workplace



Shortlisting & Interviewing Activities

Prior to engaging in any discussion regarding the logistics of a possible job share arrangement, the first step is to confirm that the applicant [the person making the query and, if known, the other candidate who is interested in job sharing] are among the candidate/s assessed as suitable for the role.

This assessment should occur at the same time as all other applications for the position are being shortlisted for interview.

The following steps should be taken:

1. Encourage the applicant to submit their application for the advertised position. If two applicants have discussed applying together as a job share, the other candidate also needs to independently submit an application for the role.
2. All applications for the role are then considered based on their merit and the selection criteria of the role. **At this stage, it is not appropriate to discount or disregard** an application from the pool of applicants because of the job share request.
3. If the job share applicant/s is shortlisted for interview, then he/she will participate in the interview process just like all other candidates, for the purposes of determining a preferred candidate/s. Again this decision is based on merit and after an assessment of how well each candidate meets the selection criteria.
4. If, after interview, it is determined the job share applicant/s **will not** progress to the next stage in the recruitment process, **the candidate**

is advised and the reasons communicated.

If, after interview, it is determined the job share applicant/s **will** progress to the next stage in the recruitment process, **it is then timely to commence more detailed discussions regarding the job share proposal.**

Preparing for a Job Share Discussion

Council respects the rights of all employees to request flexible working arrangements and, indeed, encourages workplace flexibility. **There is an obligation on all managers to give genuine consideration to such requests but no obligation to agree to every request.**

Requests must be balanced against the needs of the business unit and all parties need to be aware that requests may be refused on reasonable business grounds (i.e. where there are real and specific operational reasons for doing so).

Below are some of considerations for both the potential job share partner(s) and managers to consider prior to engaging in a discussion about the logistics of the job share arrangement.

Considerations for the Potential Job Share Partner(s)

1. How do you propose to ensure ownership and accountability of the role (i.e. potential for conflict/disagreement regarding responsibility for work)?
2. How would you maintain continuity of the role? How would you ensure outstanding items are



- consistently handed over when taking over from the other party?
3. How do you propose to ensure the arrangements suit this type of position?
4. What logistical arrangements are you proposing to ensure the arrangement works (e.g. mix of days, what happens when your job share partner is on leave, etc)?
5. What steps would you put in place to enable you and your partner to work very closely together and to back each other up?
6. How would you approach the potential conflict should one of you want to change/modify the arrangement but the other party did not?

Considerations for the Recruiting Manager

1. Are there two applicants seeking to job share and have both been successfully shortlisted after interview?
2. Are there other options that might be suitable (e.g. job sharing may not be possible for the role, but is there another mutually acceptable flexible arrangement which may meet the employee's needs, which may not have been considered.
3. Other factors you need to consider include¹ –
 - a. The nature of the employee's work and parental or carer responsibilities;
 - b. The nature and cost of the arrangements required for the employee to fulfil their parental or carer responsibilities;
- c. The financial impact upon the business unit. For example, how much time for hand-over communications is proposed and, as this is an additional cost, can it be accommodated in the current budget allocation?
- d. The impact on other members of the team and the overall business unit
- e. The consequences for Council of having the flexible work arrangements
- f. The consequences for the employee of not having the flexible work arrangements
- g. The workload of other employees
- h. The occupational requirements of the job, including the impact on customer service or client services
- i. The need for additional equipment
- j. When the arrangements would start and how long they would be needed
- k. Whether there are any legal or other constraints which might affect the feasibility of the request, such as occupational health and safety laws

¹ Building eQuality in the Workplace – Family Responsibilities-Guidelines for Employers & Employees, Victorian Equal Opportunity & Human Rights Commission



Additional Resources

- Building eQuality in the Workplace – Victorian Equal Opportunity & Human Rights Commission
[http://ways2work.business.vic.gov.au/__data/assets/pdf_file/0017/137312/FamilyResponsibilitiesGuidelines.pdf]
- Best Practice Guide – Work & Family – The Right to Request Flexible Working Arrangements – Fair Work Ombudsman
[<http://www.fairwork.gov.au/resources/best-practice-guides/pages/work-and-family.aspx>]
- Recruitment Policy – City of Greater Dandenong
- Greater Dandenong City Council – Enterprise Bargaining Agreement
- CGD Flexible Work Options Policy

For more information, please contact the Organisational Development team on 8571 5136.