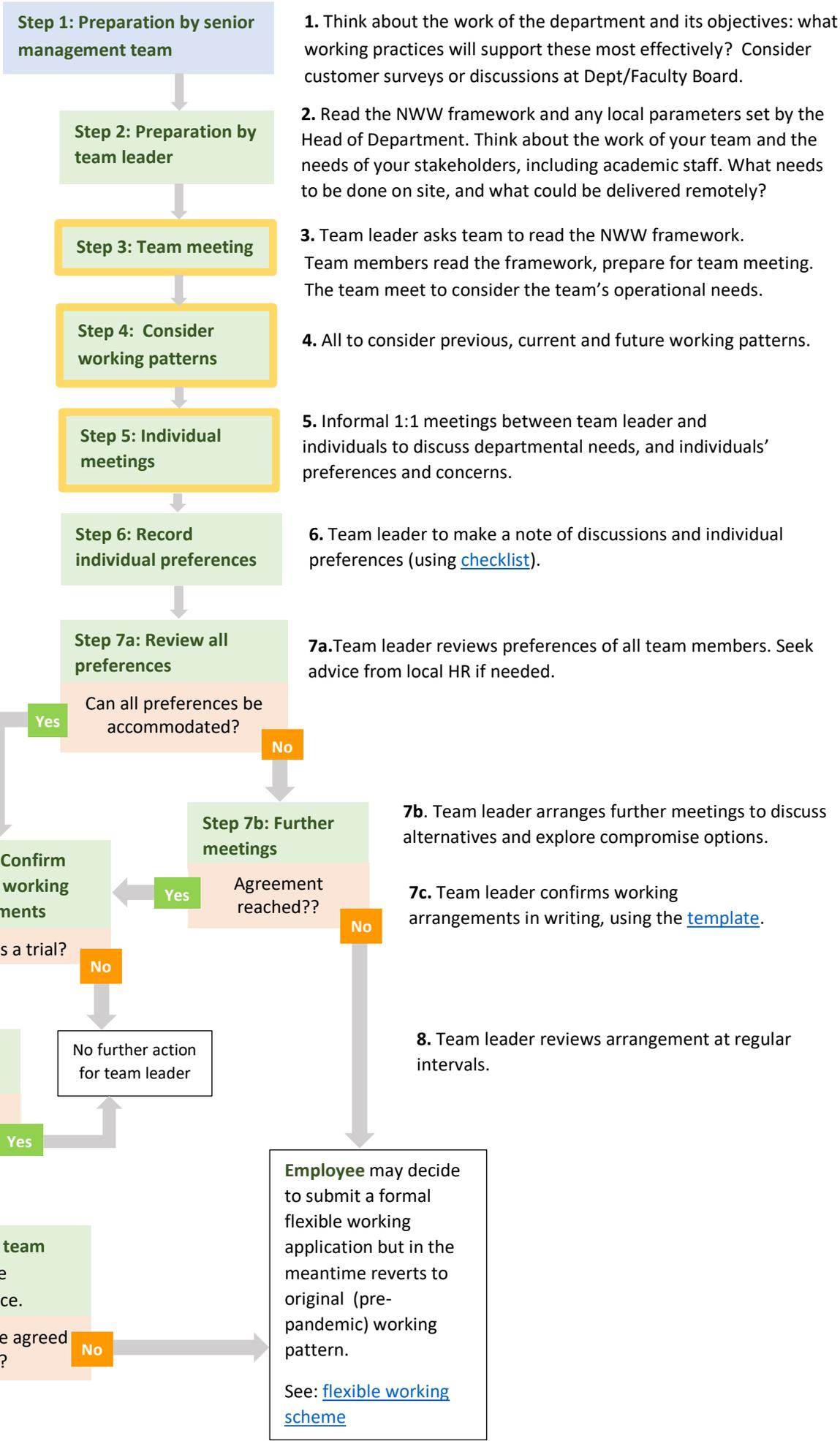


New Ways of Working: Actions for Senior Managers, Team Leaders and all staff

Read the [full guidance including checklists and templates](#)

Key
Action for Senior team
Action for team leader
Action for individuals



1. Think about the work of the department and its objectives: what working practices will support these most effectively? Consider customer surveys or discussions at Dept/Faculty Board.

2. Read the NWW framework and any local parameters set by the Head of Department. Think about the work of your team and the needs of your stakeholders, including academic staff. What needs to be done on site, and what could be delivered remotely?

3. Team leader asks team to read the NWW framework. Team members read the framework, prepare for team meeting. The team meet to consider the team’s operational needs.

4. All to consider previous, current and future working patterns.

5. Informal 1:1 meetings between team leader and individuals to discuss departmental needs, and individuals’ preferences and concerns.

6. Team leader to make a note of discussions and individual preferences (using [checklist](#)).

7a. Team leader reviews preferences of all team members. Seek advice from local HR if needed.

7b. Team leader arranges further meetings to discuss alternatives and explore compromise options.

7c. Team leader confirms working arrangements in writing, using the [template](#).

8. Team leader reviews arrangement at regular intervals.

Employee may decide to submit a formal flexible working application but in the meantime reverts to original (pre-pandemic) working pattern.

See: [flexible working scheme](#)