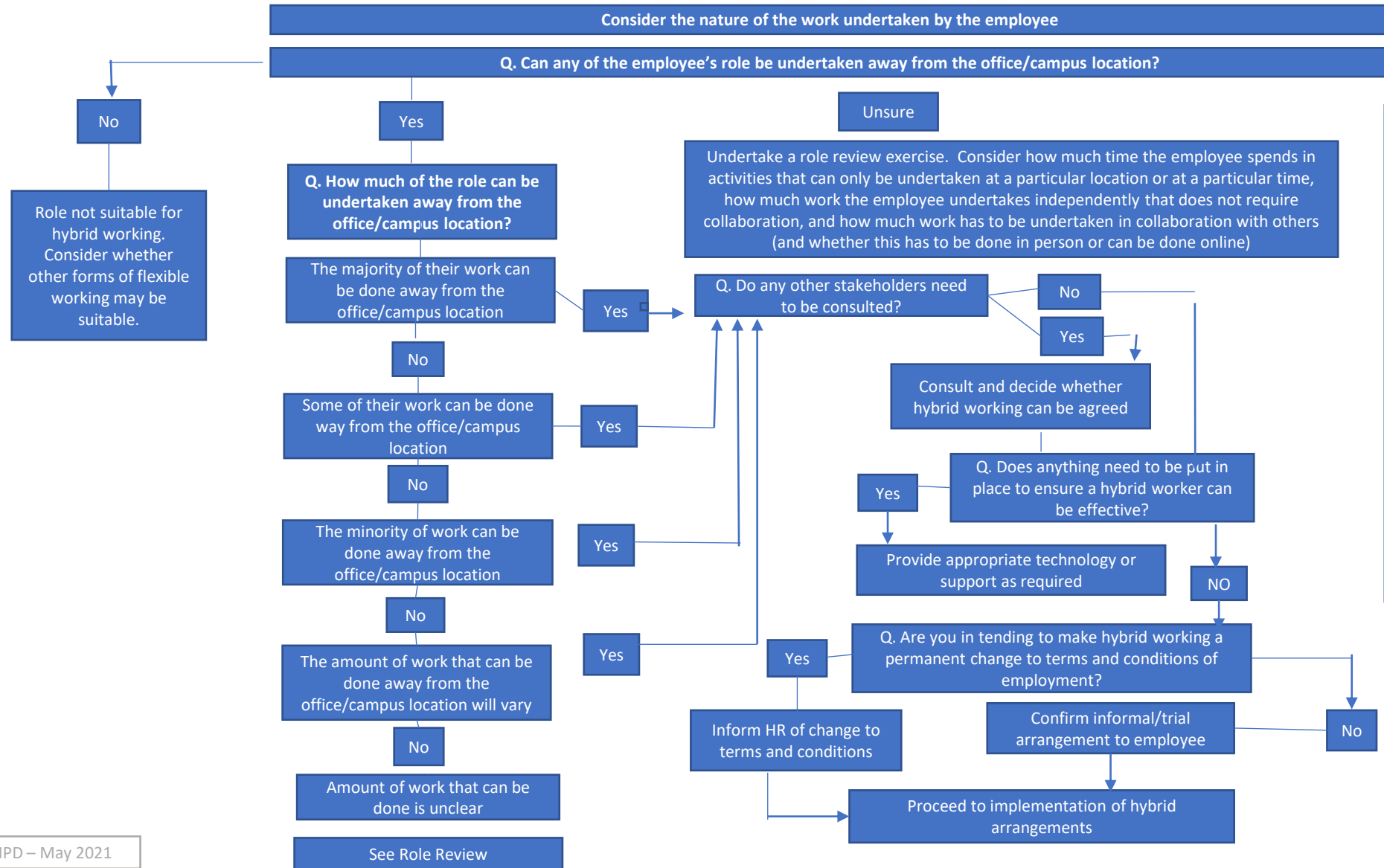


### Assessing a role for hybrid working

Most jobs are typically comprised of several types of activity which influence the type of flexibility that can be undertaken. The balance of these activities can help you to consider whether a role can be hybrid and how much remote work can be undertaken:

- \* Activities that are undertaken with other people, at the same time and at the same place. Such roles may not permit hybrid working or only a minority of the time spent working remotely.
- \* Activities that can be undertaken with other people at the same time but this can be in person or remote. Such roles may be able to undertake some hybrid or remote working.
- \* Activities that are largely independent and can be undertaken anywhere or at any time. These roles may permit a significant amount of remote working.



**Role Review**  
 Questions to consider when 'unsure' if a role can be done away from the office/campus location (or the amount is not clear):

- What type of role activity is most effective where?
- What is the balance of activity within the role (see introductory paragraph at top of this page)
- How much work must be undertaken face to face with other people?
- Which work location best supports productivity and why?
- What are the employee's personal preferences about how they work?
- What percentage of the work is 'time flexible' – e.g. how much of it can be undertaken at any time and how much of it is 'location flexible' – it can be undertaken anywhere?
- How is the work currently structured, and can it be structured in a different way to support remote working?
- How much supervision or support does the role require?

**Please note: If the role is located overseas then you do not need to follow this process but should follow the Global Mobility/Overseas Working process**