



# Position Descriptions and Flexible work

Presented by Wendy Jeffery-Lonnie

Your Host today

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Local knowledge.

National Connections.

Global Reach.

- 
- Business structure & set up
  - Business valuations
  - Due diligence
  - Accounting, tax, compliance assistance
  - Strategic Planning Workshops



# Disclaimer

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# Today we are covering

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1. Position Descriptions

2. Environmental & WHS  
Impacts

3. Employee Offer



# Quick Poll first.....

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# Employment Law Basics

- \$13,320 and \$66,600 (x 10 for issues relating to vulnerable workers)
- Industrial Instruments
- Employment Arrangements
- Fair Work Act
- Consultation Procedures
- Policies and Procedures



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# Position Descriptions



# Position Description Evolution



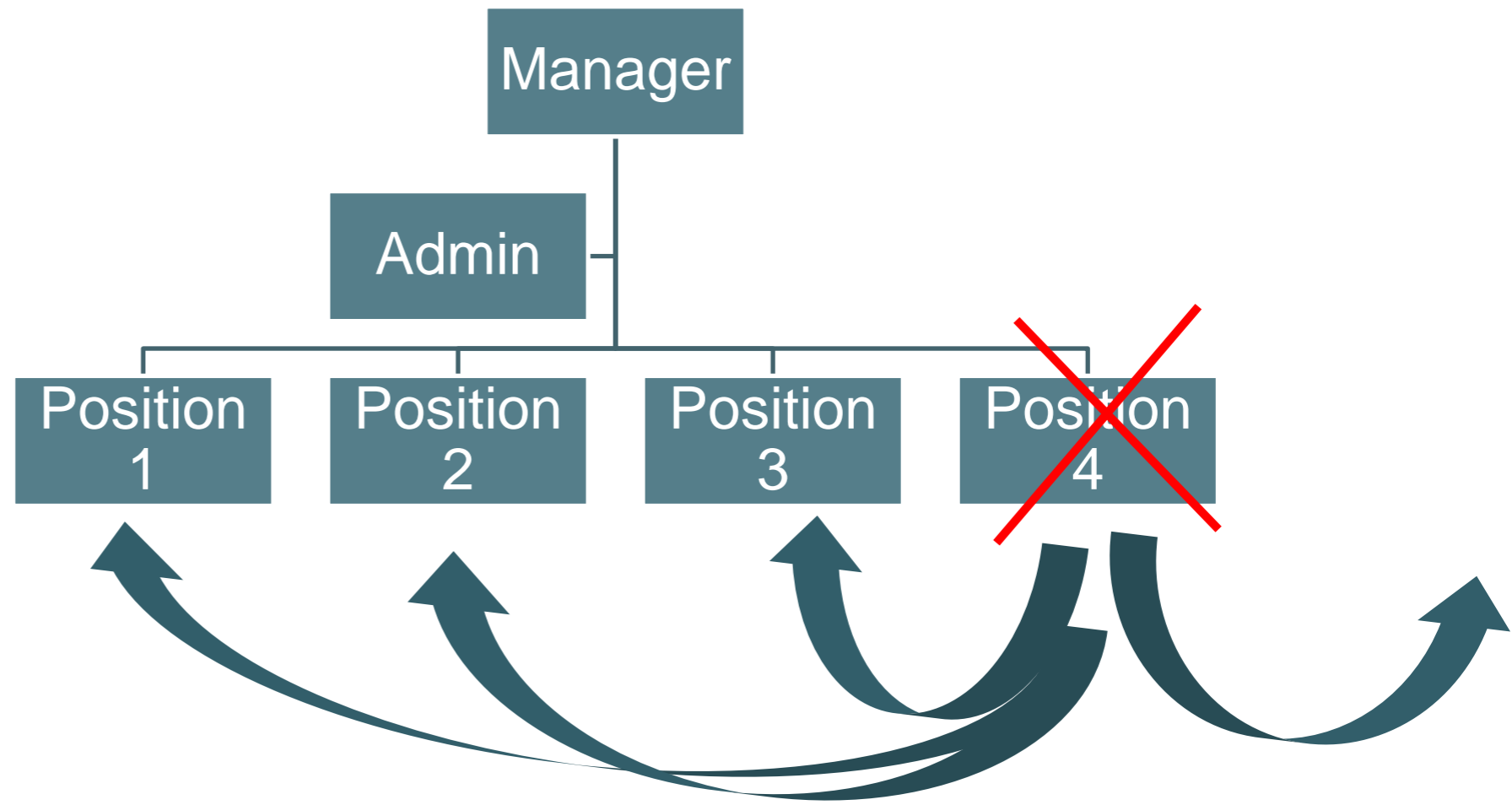
- Taylorism
- Time and Motion studies
- Job Description
- Position Description
- Personal Job Analysis?

# Personal Job Analysis

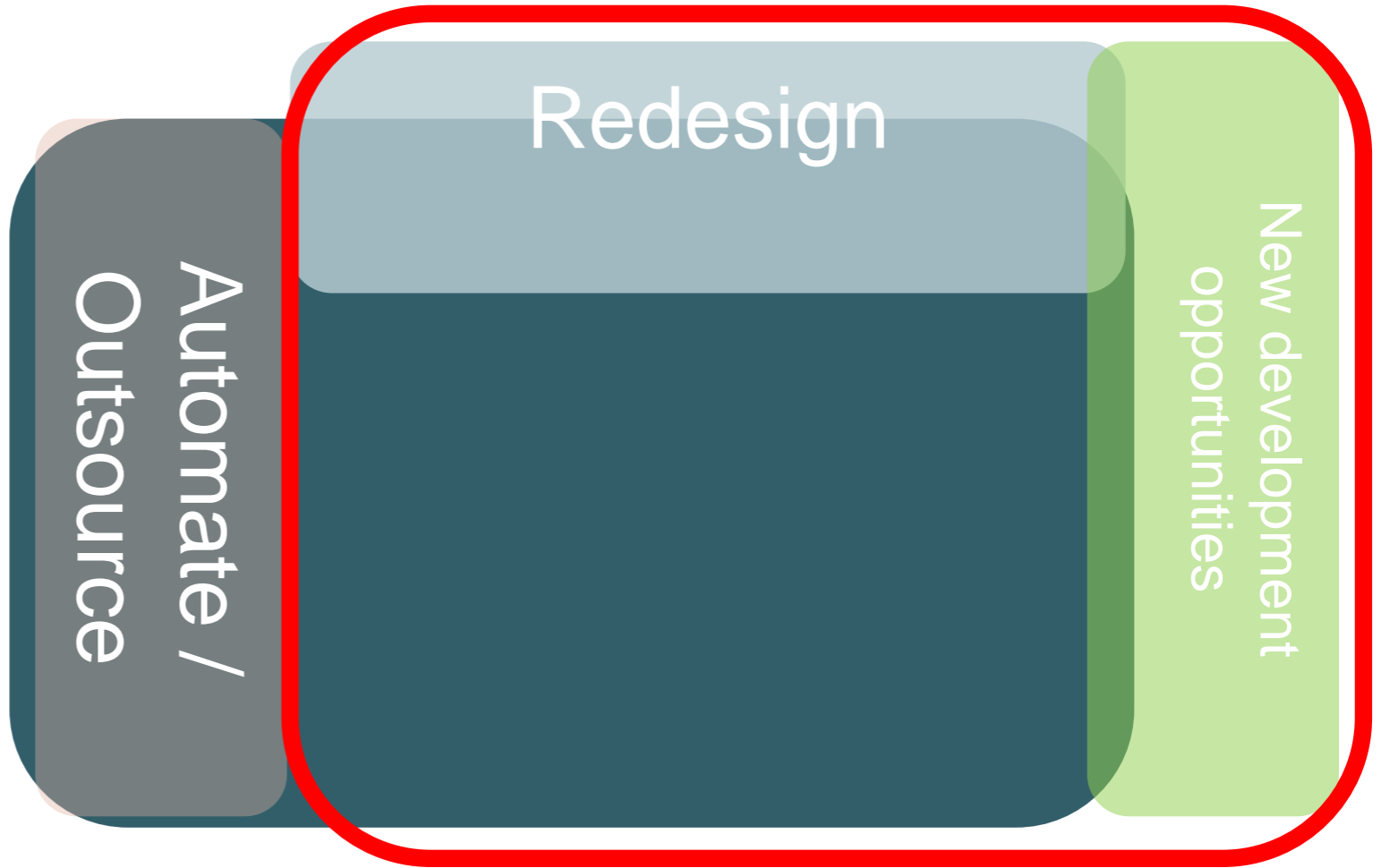
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# Re-working roles

Typical  
redesign  
process



# New Job Analysis





# Environmental Factors and WHS

- What are they and what can we put into job descriptions and recruitment processes
- Mental Health stressors v being in a stressful job.
- What do they love (most and least) about their job





# Flexible Work Value

- What parts can or can't be delivered from home
- Are their minimum in office or maximum at home requirements
- Does working from home have a value



Turn your insights  
into action

## Consider:

- If your position description truly reflect the roles and responsibilities in your business
- Task analysis v job value
- How roles are delivering
- What is your employee offering to keep competitive

Questions?

Local knowledge  
National Connections  
Global reach

Thank you!

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