

# flexible working times

Spring 2010

Welcome to the Second Edition of **Flexible Working Times**, after a year in business we are delighted to welcome Jane Rhodes on board the team. Jane is an HR professional who specialises in **International Assignment Management and Relocation Services**. She brings to FWS Ltd a professional and pragmatic approach served up with the warmth of her native Liverpuddlian wit and charm.

## More about Guernsey-jobs.com...



Together we are proud to announce to you the launch of **Guernsey-jobs.com** and our new Relocation service.

These complementary services offer our Clients the opportunity to maximise the efficiency of both recruitment and relocation - areas that can impact fundamentally on a company's ability to carry out its daily business.

► Moving away from the traditional recruitment process enables us to be far more objective in our recruitment service. We offer Candidates and Clients the unique opportunity to showcase themselves and make direct enquiries of each other in their respective searches.

For a Company, membership entitles the user to search the entire Candidate CV database for free and to market their business in detail, with a logo and url link. There are no automated matching functions on the site. We have ensured that the inefficiencies of random computer searches are not part of this recruitment process. The Client is in control of their account, their vacancy postings and can rely on their own judgement and expertise when finding suitable Candidates.

FWS Ltd retains administration rights on the site, which allows us to remain the first port of call when new Candidates and Clients register. This enables us to advise on where individuals can make the best of their skills and enhance their CVs and profiles accordingly. Likewise we can recommend the type of information that a company can include in its profile to let job seekers know more about their business.

We have found a gap in between direct advertising and the traditional recruitment process that has been widening since the credit crunch. We have put Client and Candidate needs to the fore and offer a cost effective and really efficient way of recruiting and job hunting.

# More about Relocation...

► This month we are pleased to announce the launch of a new service within FWS Ltd. FWS Relocation is a division of FWS Ltd, specialising in relocation services. When you are unable to find a local candidate to fill a vacancy and you need to recruit externally or move an existing staff member from another jurisdiction, you can use our expert knowledge of relocation services, the Island and the local economy to your advantage. Our extensive network of local contacts in business and in daily life means that we really can help our Clients and their families successfully relocate and happily settle into Island Life.

Relocation affects the whole family, so it is important for companies to take an active role in

the relocation process, as even the most generous package will not guarantee a successful relocation.

In order to minimise stress and maximise the speed with which the employee becomes productive in the new location, it is important to engage with the employee and to provide a strong level of support to enable them to hit the ground running.

We offer a comprehensive range of relocation services to support our Clients, including:

- Area Orientation
- Home search
- Settling in Service
- Temporary Accommodation
- Management of Removals
- School Search

For more information, please visit our website: [www.fws.gg](http://www.fws.gg)

We can also advise on company relocation policies and strategies, group moves and the outsourcing of the relocation process. If you are interested in finding out more on this subject please email [jane@fws.gg](mailto:jane@fws.gg)

## The Flexible Section...

► We are noticing a gradual change in attitudes of some employers who are now more willing to consider and invest in the concept of flexible working.

These employers recognise that by offering employees flexibility in their working schedule, this practice can enhance the effectiveness and efficiency of their staff. It is also a great selling point when marketing the business to prospective employees

to show that they really do invest people. By implementing flexibility in the workplace these businesses help families to manage the work-life balance well and also enable women especially, to return more easily to work after a career break to have children.

Since FWS Ltd was formed, we have successfully placed experienced and qualified individuals for both full-time and reduced hour positions. We give

good practical advice to individuals who wish either to return to work or to alter their working schedule. Our reputation is growing and we are known for not being shy of representing individuals wanting to find work for reduced hours. Our in-depth knowledge of the finance industry in Guernsey really has helped to make well-judge placements and we receive excellent feedback from satisfied Clients and Candidates alike.

## It's not just us either...

### Brehon Chartered Accountants a flexible case in practice

■ Sarah Hancock, Managing Director set about the ambitious, yet entirely rational, task of re-structuring her business to embrace flexibility for both staff and her business vision.

Brehon, a local firm, employs 12 staff on a flexible work schedule and 3 who work remotely – from home.

In hindsight this has been a shrewd move on Sarah's part. She started to implement the changes to her business at the onset of the recent economic downturn.

Sarah has now given her company room to accommodate growth through the changes that she has made to the flexibility of scheduling and work location. This flexibility has enhanced her business model in tough times and allowed her to adapt.

As an Accountant, Sarah's very hot on the detail and has seen inefficiencies arising from the inflexibility of work scheduling where cumulative late minutes can cost a company dear.

Sarah advises that flexibility is the key in difficult financial times. "Keep your options open. Restructuring jobs, offering time off without pay, or partially paid sabbaticals, or reducing the working week, changing hours, reducing salaries

– these are all ways of trying to keep your good labour force intact – ready for the upswing."

After reading how Sarah has really been able to reap the benefits of flexibility, here are our tips on how to effectively implement flexible working practice in the workplace.

Implementing flexible working within a team or department needs detailed planning and all party communication before roll-out. The best-laid plans, however, will come unstuck if the concept has not been wholly accepted or understood by colleagues or senior members of staff. Following are some points to think about before the process begins.

**Set clear guidelines** at the outset for both sides to understand what is meant by flexibility. If you have agreed a set number of days in the office try to maintain that timetable. Don't structure a full time job into four days and expect your employee to perform.

**Ensure that procedures** are in place for resolving situations and that these are available to all team members

**Structured induction programmes** will facilitate faster integration of the new practice into a team. Work with your team to make sure that

expectations are met.

**Evaluate results by output**, which are agreed in advance of an assignment. Focus on what the individual can offer, not on the time they won't be in the office. In this technological era there is no such thing as being out of touch; successful flexible professionals will make themselves contactable to ensure that momentum is maintained.

**Be comfortable with the certainty** that less time from a more qualified candidate will achieve better results than a less experienced person on a full time basis.

Skills required for successful flexible working:

- time management and self-discipline
- motivation
- self-sufficiency
- communication
- technology

It would be sensible to invest in introducing or refreshing these skills for the potential flexible workers in order that their potential is maximized.

Do let us know if you are thinking about implementing any changes to your staff work schedule. We can provide practical advice and support at all stages.

Or if you have undergone the process and, like Sarah Hancock, wish to let others know your story please get in touch.



**FWS Ltd specialises in recruitment and relocation services. We also work to promote flexible working practice in Guernsey. Through our online services we are able to give equal and fair opportunity to all our Candidates whatever hours they are looking for in their job search. We take on experienced, skilled and qualified people.**

Specialist consultancy skills enable FWS Ltd to advise and support companies who want to restructure and introduce or enhance flexible working practices.

Look out for our next Issue in the Autumn when we will bring you news of the latest developments in flexible working and how these are relevant to Guernsey.

If you can't wait until then, why not get in touch sooner and discuss any related issues in more detail.

FWS Ltd

**T. 01481 266281**

**E. [enq@fws.gg](mailto:enq@fws.gg)**

**M: 07781 166281 / 07776 303131**

**fws.gg**

flexible working solutions

