**How to manage a job share**

Job-sharing is an arrangement under which two or more employees share one full-time job. The responsibilities and duties of the job are split, and the hours, pay and benefits of the full-time job are divided in proportion to the hours that each job-sharer works. Job-sharers are, in effect, part-time workers.

A job may be split in terms of hours, i.e. by dividing up the total number of hours that need to be worked, with both job-sharers doing the same type of work) or in terms of job duties, by identifying the different elements of the job and allocating separate job duties to each job-sharer.

Advantages of job sharing include: retaining experienced staff who no longer wish to work full time, widening the talent pool from which to recruit, minimising disruption during holiday periods (as the other party will typically provide cover), supporting equality and diversity aims and higher employee engagement.

Managers should:

* Be open minded if asked about job sharing. Undertake an objective analysis of how a role could be shared before making a decision on whether the role is suitable for sharing.
* Allow job sharers to have ownership over how the work is shared, with your guidance and support.
* Agree up front how periods of holiday or sickness absence will be dealt with.
* Ensure that there is a written job share agreement and appropriate terms and conditions of employment. Discuss this with HR.
* Agree how the handover of work from one job sharer to the other will be managed – for example, will there be an overlap of hours? Agree suitable methods of communication.
* Help the job sharers to build a strong relationship with each other.
* Treat the job sharers separately in relation to performance review, feedback and recognition.
* Remember that job sharing can potentially be suitable for a wide variety of roles, including senior posts.