



Australian Government

# Workforce Australia

## Actions: Improving job design

How a job is designed has a major impact on employee motivation, job satisfaction, absenteeism, and turnover. An important component of job design is variety and job rotation, which is an effective way for employees to acquire new skills and remain engaged in their job. This not only benefits the organisation as it increases employee motivation and retention, but it also increases flexibility of managers to assign employees to different parts of the organisation when needed and enable knowledge transfer.

### What immediate actions you can implement:

- Consider more inclusive approaches to recruitment using the [Inclusive recruitment resource](#).
- Allow your employees to personalise their approach to work through the redesign and shaping of elements of their role using the [Job crafting resource](#).
- Review job design, statements of duty and teamwork allocation to identify those positions where full time work is the only available model. All other roles should be identified as potentially available in flexible work arrangements.
- Review job design and the rostering system (if applicable) to identify ways in which structural flexibility can be integrated into the organisation. This could include splitting shifts to enable two individuals to work shorter shifts.
- Set clear and consistent expectations for what it means to work flexibly in the organisation for all roles.

