

Reasonable Adjustment Examples by Role Type

TL;DR · QUICK SUMMARY

- There's no single list of adjustments that fits every role.
- What helps a paraplanner may be irrelevant to someone in marketing.
- This guide gives concrete starting points by role type — not a fixed checklist, but a way to start the conversation.

A Note Before You Read On

This resource offers general guidance and reflects common experience, not professional, legal, medical or financial advice. It is not a substitute for employment law, HR policy, occupational health guidance, or individual professional assessment. Every person's experience of neurodivergence is different, so please adapt anything here to your own situation. The Uniquely Wired Network does not accept liability for decisions, actions or outcomes arising from the use of this material. If you need advice specific to your circumstances, please consult a qualified professional (e.g. HR, legal, medical, or financial advisor).

Why This Matters

A generic adjustments policy often goes unused because it doesn't map to what someone's actual day looks like.

Thinking in terms of real roles makes adjustments concrete and easier to act on quickly.

The individual is still the expert on what they need — this is a starting point, not a substitute for asking.

What This Might Look Like

- An administrator overwhelmed by constant phone interruptions breaking up focus work.

- A paraplanner who processes long, detail-heavy documents better with extra time and no time pressure.
- A financial planner who finds back-to-back client meetings draining without recovery time.
- A marketing team member who thrives with visual planning tools rather than verbal briefs.
- An operations or analyst team member who needs a predictable, low-interruption environment for accuracy-critical work.

What You Can Do

1. Administration roles

- Batch phone and email tasks into set times rather than constant interruption.
- Provide written checklists for multi-step processes rather than verbal instructions alone.
- Allow noise-cancelling headphones during focused admin tasks.

2. Paraplanner roles

- Allow extra processing time on complex report-writing without treating it as underperformance.
- Provide templates and consistent formats to reduce decision fatigue on routine work.
- Offer quiet, uninterrupted blocks for detailed technical work.

3. Financial planner (client-facing) roles

- Build recovery time between back-to-back client meetings, not just back-to-back scheduling.
- Send meeting agendas in advance so processing can happen before, not just during, the conversation.
- Allow written follow-up summaries as standard, benefiting ND and non-ND clients alike.

4. Marketing roles

- Offer visual or written briefs alongside verbal ones.
- Allow flexibility in how ideas are generated — some people think better out loud, others in writing.

- Build in buffer time around creative deadlines rather than same-day turnarounds.

5. Operations and analyst roles

- Protect focus time from ad hoc interruptions during accuracy-critical tasks.
- Provide clear, written process documentation rather than relying on verbal handovers.
- Allow flexibility in start times to work around personal peak-focus periods.

Helpful Phrases You Can Borrow

Opening the conversation with someone in a specific role:

“Thinking about your day-to-day — is there anything about how the role is structured that makes things harder than they need to be?”

Responding to a curious colleague:

That’s between me and them — but if it’s ever relevant to how we work together, they’ll let you know themselves.”

Quick Tips

- Adjustments should map to the actual role, not a generic template.
- Ask the individual first — this list is a starting point, not a substitute.
- Many adjustments here benefit the whole team, not just one person.
- Small structural changes often help more than one-off gestures.
- Review adjustments periodically — roles and needs both evolve.
- Written information helps almost everyone, ND or not.

Want to Know More?

- See our companion guide: “Sensory-Friendly Environments” for physical workspace considerations.
- See “Communication Adaptations” for adjusting how information is delivered.
- See “Adjustment Reviews” for keeping these effective over time.

Before You Go

The best adjustments are specific, not generic — and specific means asking, not assuming.

Getting this right by role makes support genuinely usable, not just a policy on paper.