Remote Role & Workforce Brief

Define a role clearly before sourcing candidates or commissioning support.

1. Role purpose and expected outputs

2. Essential skills and relevant experience

3. Remote location eligibility and collaboration hours

4. Manager, approvals and communication arrangements

5. Tools, access and onboarding support required

6. Selection steps and engagement terms to confirm

Planning aid only. This is not a statutory form or professional tax, legal or accounting advice.

Use a summary for an initial enquiry. Share sensitive records only through agreed arrangements.