

GUIDE 1 OF 4

The role brief

One page per role, written before anyone is contacted – because a role you cannot describe is a role you cannot interview for.

WHO THIS IS FOR

Founders, owners and managers hiring a technical person without being one themselves.

One page per role. Written before anyone is contacted, because a role you cannot describe is a role you cannot interview for. Plain words only: if a sentence needs a glossary, rewrite it.

The role in one sentence

We need someone who can __, so that the business can ____.

Why this role, now

- What is not happening today because nobody owns this:
- What breaks if we wait six months:
- Who does this work at the moment, and what it costs them:

Level

Pick one. The level decides the salary band, the interview and how much guidance the person will need.

LEVEL	WHAT THEY DO UNAIDED	WHAT THEY STILL NEED	GUIDANCE FROM YOU
Junior	A task, once it is written down clearly	The task broken down, review of every change	Daily
Mid	A feature, given the goal	A second opinion on anything new	Weekly
Senior	A whole area, and says when the goal is wrong	Business context, not technical help	Fortnightly
Lead	Decides how the work is done, grows the others	Your priorities, honestly stated	Monthly

Chosen level: Why this level and not the one below:

What they will own in the first year

1. 2. 3.

Must have

Three at most. Every extra "must" removes real candidates.

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Nice to have

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Explicitly not required

Naming these stops you rejecting good people for the wrong reason.

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How we will know it worked

- By day 30:
- By day 90:
- By month 6:

The offer

- Salary band (see the levels table, and the band note in the hiring guide): __ to ____
- Employment type: full time / part time / contract / fractional
- Location and hours: remote / hybrid / on site · overlap needed:
- Equity or bonus, if any:
- Who this person reports to:
- Who they work with daily:

Where we will look

- Referrals from:
- Communities and job boards:
- Agencies (and the fee, written down):

Decided by

DATE	DECISION	WHO
	Role brief opened	

The role brief · ITCHEEZ

Yours to keep, copy and share inside your business.