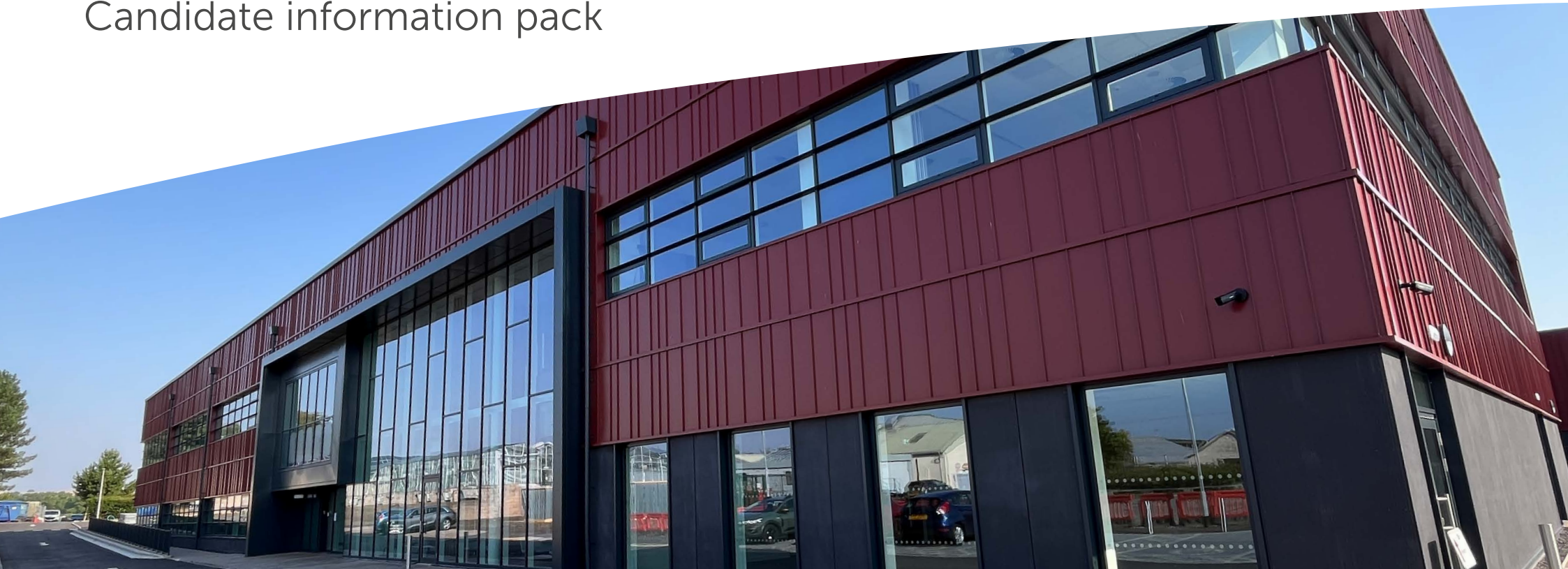




The James
Hutton
Institute

Chief Financial Officer & Company Secretary

Candidate information pack



Contents

Foreword	3
Background	4
The organisation	6
Scientific services	9
Corporate vision & objectives	10
Employee benefits	12
The role	13
Experience & skills	14
How to apply	15





Foreword from Professor Colin Campbell, CEO of The James Hutton Institute

I started out at one of The James Hutton Institute's predecessor bodies as a post-doctoral researcher almost 40 years ago and have worked through a variety of roles to the position of CEO. During this time I've witnessed the organisation go through a remarkable transformation – not only a name change - but a huge step change in terms of the actual science we deliver thanks to our unique offering of both natural and social sciences expertise facilitated by considerable recent investment in our campuses in Invergowrie and Craigiebuckler; but also a cultural change in terms of how we approach our work and each other. The changes are allowing us to find evermore innovative scientific solutions to the challenges posed by the climate and nature crises for our crop, water and energy security and our reputation for doing exciting science with impact has never been higher.

Our leading facilities and our reputation have strengthened our ability to attract and work in partnership with industry, enterprise and academia and we now have a number of tenants who have located on all our sites as part of our open campus approach. This shared synergy of purpose has facilitated extremely successful collaborations such as that with IGS Ltd which started with five people over five years ago and which now has over 200 employees across the world and is a multi-million-pound operation.

As we start to work on our new [corporate plan](#) for 2026-31, we recognise the unique role we have as a non-governmental research institute which is the recipient of sizeable funding from the public as well as the private sector. We wish to maintain this

independent and objective position to protect our reputation and the respect we get from stakeholders and create even more opportunities for engagement to optimise the potential that such collaborations and close proximity can bring.

We know that time is not on our side when it comes to mitigating the effects of climate change and losses to nature's so we need to act quickly, with purpose and ingenuity. We need to continue to attract new and diverse forms of investment and income to support our research into increasing the resilience of our natural resources and in doing so, ensure that our industries and communities that depend on them are more sustainable. Our impact is large and for every £1 of public money we receive we give back £12.75 to the UK economy. This doesn't make us immune to the need to win more income from more diverse sources and control costs so we need to be inventive and entrepreneurial in how we do this. The change in technologies, the workplace and society affect us as a business and we are always striving to enhance our operations and be as innovative and excellent in what we do so that we also lead by example in every part of the Hutton's activities.

It's an exciting time for the Hutton and we need the right person to join us at the Executive level to help lead, shape and drive our vision for a more sustainable future.

I look forward to working with you.

A handwritten signature in black ink that reads "Colin Campbell".

Background

The James Hutton Institute was the result of an amalgamation between the Scottish Crop Research Institute (SCRI) and the Macaulay Land Use Research Institute (MLURI) on 1st April 2011. Named after Scottish polymath James Hutton, one of the leading figures of the Scottish Enlightenment and regarded as the father of modern geology, he was a pioneering climate scientist and an agricultural innovator. This merger strengthened Scotland's rural-environmental research capacity and expertise in agricultural research, soils and land use, food and energy security, biodiversity and climate change and made the institute the biggest of its kind in Scotland and one of the biggest in Europe. In doing so it further enhanced its international competitiveness, strengthening funding relationships, bringing commercial opportunities and delivering wider economic, environmental and social benefits.

The Hutton today has c 500 employees, 80 PhD students and has its main campuses in Invergowrie near Dundee and Aberdeen, and research farms at Glensaugh, Mylnefield and Balruddery. The Invergowrie campus also hosts the Plant Sciences department of the University of Dundee. Together with partners and co-located public and private sector companies there is a science and research community of c 750 people.

The period since the Hutton formally came into existence is characterised by organisational growth and transformation against a background of global instability and uncertainty, marked by a pandemic, war in Europe and significant changes in the UK and national governments. These have not only impacted on the Hutton's operations, but also shown why its work is more critical than ever with food, water and energy security under continued threat from the climate and nature crises as well as from geopolitical forces.

The Hutton has achieved much in its last thirteen years and highlights include:

- Recipients of a £62m investment from UK and Scottish Governments through the Tay Cities Region Deal to establish the Crop Innovation Centre, which was formally opened in October 2024, home to the Advanced Plant Growth Centre (APGC) and the International Barley Hub (IBH), created in partnership with the University of Dundee Plants Sciences Division. This also facilitated the construction of the Mylnefield Farm building and the IBH Field Centre (opened in 2022) at the Hutton's Invergowrie campus. This investment offers a unique combination of world leading science and state of the art facilities for field, farm and lab that deliver technological and digital innovation focussed on future proofing crop production, enhancing food and drink security, managing our natural resources sustainably and supporting thriving rural communities in Scotland and across the globe. The funding allowed the Hutton to acquire the Invergowrie site and, together with its campus in Aberdeen, adopt an open campus ethos, where companies sharing similar values and goals are encouraged to locate and reap the benefits of proximity to Hutton science and facilities.
- The founding of James Hutton Limited (JHL) in 2015 as a wholly-owned subsidiary providing research and consultancy services for several different sectors including the agrifood and environmental sectors. An extensive portfolio of more than 40 plant varieties is available through JHL, many of which are protected by Plant Variety Rights and available for licensing worldwide. Profits generated are gift aided back to the Hutton and reinvested in research.
- Working with over 50 scientific partners located in developing and developed countries, including Europe,



Background

Africa, Australia, N and S America, China and SE Asia and part of major international networks, undertaking genomic and genetic analysis of potatoes, berry fruit and barley, crops of major international significance.

- Part of the Global Soil Partnership and the EU's Environmental Change Network.
- Secured €20.1m, in 44 projects in the Horizon 2020 Programme (2014-20) and won €13.8m from 31 projects, the fourth most successful in the UK in the areas of climate action, environment, resource efficiency and raw materials, and food security sustainable agriculture, forestry and marine research.
- Host of six prestigious European Research Council grants.
- Provided Scottish national data sets that underpin planning by local authorities and central government and which form part of UK and EU datasets on land, vegetation and soils.
- Responsible for a number of crop varieties grown all over the world such as blackcurrants, where half of the blackcurrants grown in the world have been bred by the Hutton.
- Success in securing funding from the European Union, securing 78 projects, coordinating 14, across Framework 7, H2020 and Horizon Europe with member states across the EU.
- Invented devices used globally in science, agronomy, horticulture and land management including, for example, the Soil Theta Probe for measuring soil moisture that is used widely by the science community and growing industry to control irrigation of field and horticultural crops. It is also used in turf sports such as golf and football at many of the most famous grounds in the world.
- Responsible for the Quickgro potato project, funded by the BBSRC Global Challenge Research Fund, which has bred new climate resilient varieties of potatoes suitable for Sub Sahara African environments.
- Soil expertise used for soil forensic investigations in over 100 criminal cases in the UK and Internationally

- Trainer of international students to help build global scientific capacity, including hosting the Hydro Nation Scholars programme, a key element of Scotland's ambitions to be a global leader in developing water resources, and "BARIToNE", a Barley Industrial Training Network focussed on supporting a cohort of 30 post graduate researchers including international students looking at aspects of the whole barley supply chain.
- Awarded over £13m funding from the Scottish Government's Just Transition Fund in 2022 to establish HydroGlen and the Just Transition Hub, both pioneering action-based research science projects which are focused on providing sustainable solutions to Scotland's future food, environmental and water security concerns. HydroGlen has the potential to accelerate the decarbonisation of rural energy and transport and the new facility at our site in Aberdeen will be open and inclusive and will work with a range of partners on creating new products, new jobs and encourage investment.
- Awarded Kings Award for Enterprise in Sustainability in 2024
- Achieved Silver Athena Swan Status for supporting women in science in 2025
- Four spin-out companies in MycoNourish, Epigenetica, SHARP GA and SeaDyes

A study by BiGGAR economics showed a return of £12.75 to the UK economy for every £1 invested in the Hutton. It is proof that the Hutton is responding to the challenges posed by the climate and nature crises, improving the resilience of crops, land natural resource sand communities, and making a valuable contribution to the local and national economy at the same time.

This is an exciting time for the Hutton and one of great change. As it embarks upon its new corporate plan to take it from 2026-2031, it needs the right leadership in place to support its planning and delivery and to help maintain and grow this incredible research institution.





The organisation

The Chief Executive Officer heads up a five-person Executive team of a Deputy Chief Executive, Director of Science, Director of Operations and Director of Finance and Company Secretary.

The Hutton's Board has signed off the strategic direction of the Institute outlined in the Corporate Plan and creates an environment in which its aims are achieved and its potential realised.

The forthcoming retirement of the Directors of Operations and Finance creates an opportunity to evolve the Executive to have a single CFO role leading the Professional Services Directorate. The role will directly support future organisational development, with new professional functions and a greater emphasis on new income streams including campus development.

The organisation

The Hutton has its main campuses in Invergowrie near Dundee and Craigeibuckler in Aberdeen, along with research farms at Glensaugh in Aberdeenshire, Mylnefield and Balruddery in Tayside.

Aberdeen

The James Hutton Institute
Craigeibuckler
Aberdeen AB15 8QH
Scotland UK

Dundee

The James Hutton Institute
Invergowrie
Dundee DD2 5DA
Scotland UK

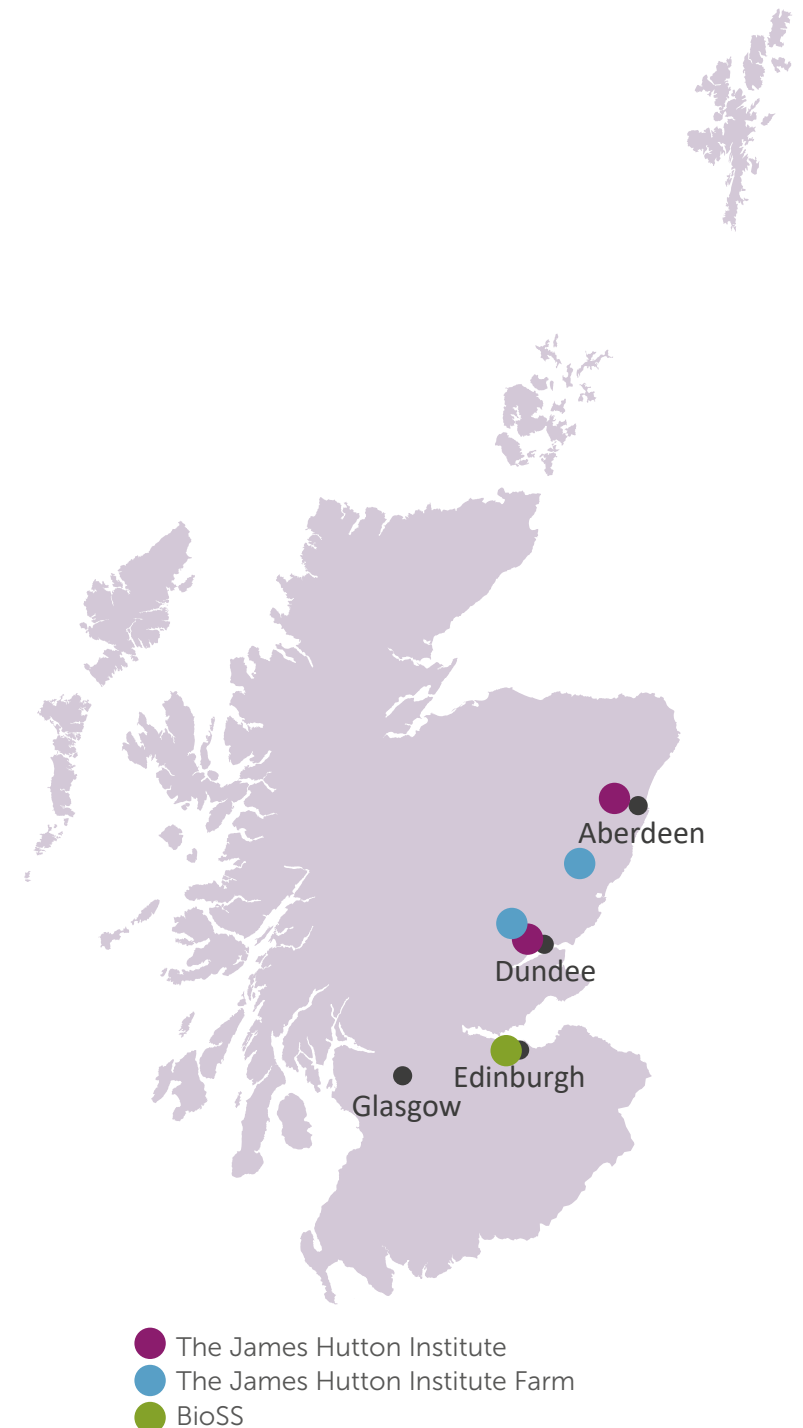
Farms

Balruddery Research Farm
Invergowrie
Dundee DD2 5LJ

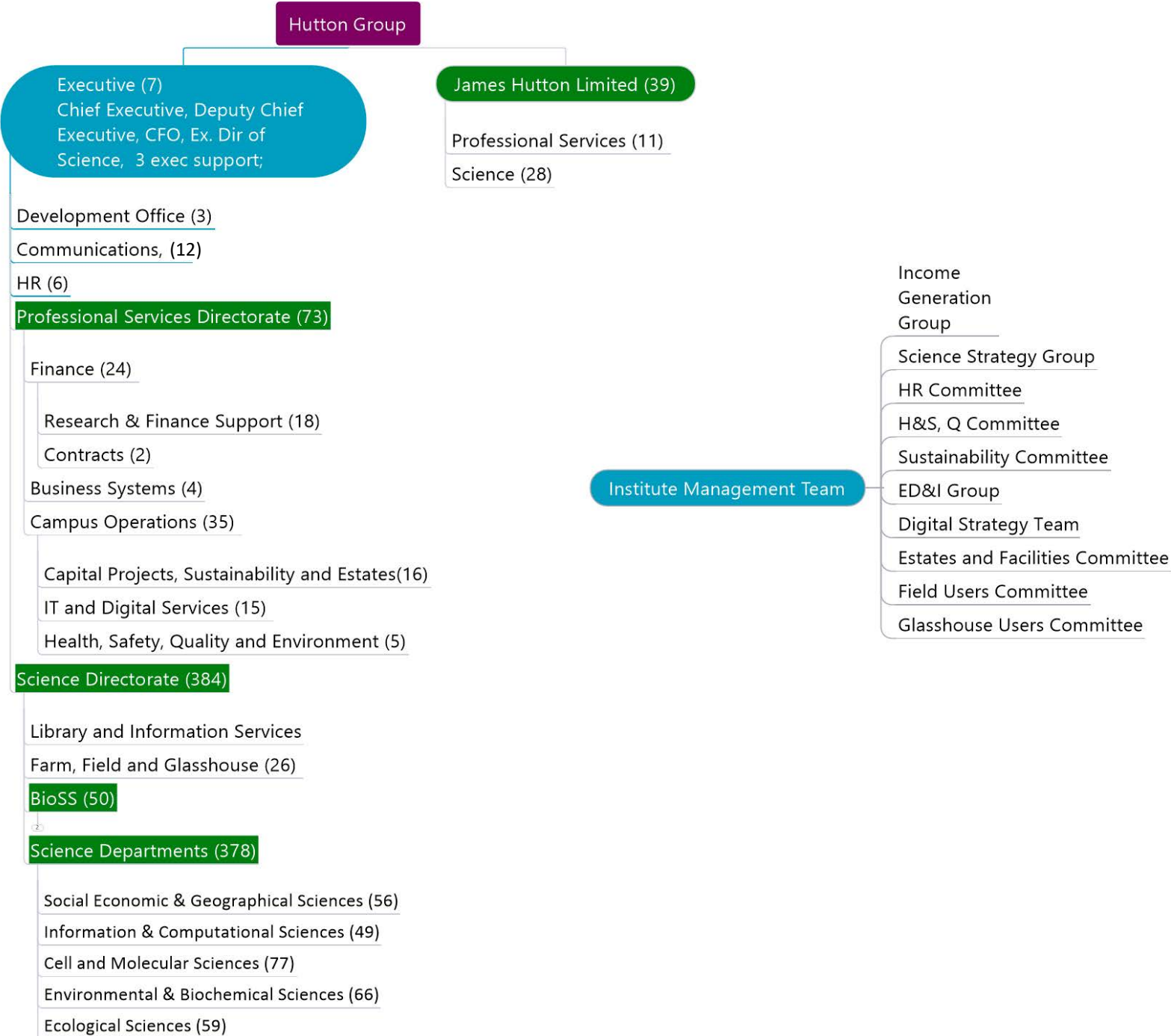
Glensaugh Research Farm
Laurencekirk
Aberdeenshire AB30 1HB

BioSS

Biomathematics and Statistics Scotland
JCMB, The King's Buildings
Peter Guthrie Tait Road
Edinburgh EH9 3FD
Scotland UK



The organisation structure



James Hutton Institute Scientific Services

The James Hutton Institute Scientific Services is how we present our commercial services to the outside world and it encompasses all parts of the Group namely the Institute and James Hutton limited our wholly-owned commercial subsidiary of The James Hutton Institute.

We undertake plant breeding and licensing, scientific research and consultancy, as well as analytical services for customers worldwide and calls upon the collective expertise of the entire Hutton group's scientists and professionals to deliver such specialist services in:

Analytical services and techniques

We offer specialised analytical services catering to a diverse clientele across the globe. Our expertise spans various sectors, encompassing energy, water, soil, food and drink, agriculture and horticulture products, natural products (including cannabinoids, medicinal plants and seaweeds).

With ISO17025:2017 and GMP accreditations, our laboratories uphold the highest standards of quality assurance.

We have a number of recognised market leaders in this area that operate services:

- **Natural Products and Food and Drink Safety - Mylnefield Lipid Analysis** is a leading international laboratory for the specialist analysis of oils and fats offering a fully accredited analytical services, ranging from analyses of single samples to small research projects.
- **Hutton Clays and Minerals** is a World leading research group routinely undertaking a wide variety of mineralogical investigations and specialising in the investigation of materials that contain clay minerals. Offering expertise with instrumental methods of analysis, including X-ray diffraction, electron microscopy, and infrared spectroscopy.
- **MicroResp™** is a unique microplate-based respiration system that enables the user to analyse up to 96 soil,

sediment or water samples and test a range of carbon sources and/or replicates in a small compact space.

Improving crop production

Collaborating with commercial partners, we harness our genetic development research and extensive germplasm collections to breed new varieties of potatoes and soft fruit.

Our diverse portfolio of varieties is available for international licensing, supported by rigorous field and controlled environment trials conducted by our expert team.

We are proud to be recognised as an ORETO (Official Recognition of Efficacy Testing [Facilities or] Organisations) testing organisation.

Research collaborations

We forge partnerships across the agri-food supply chain, leveraging cutting-edge agri-tech advancements and championing regenerative agriculture practices. This has led to a pipeline of spin out companies of which the most recent are MycoNourish; SHARP GA and SeaDyes Ltd co-located on site.

Engaging with landowners, we conduct research aimed at tackling land use challenges and enhancing natural capital, including water resource management, renewable energy integration, and community engagement initiatives

Clients work with us in a variety of way:

- Using our state-of-the-art facilities, including crop storage or phenotyping equipment
- Exploring tenancy options to co-locate at one of our sites
- License our patented technology and/or consult with our world-leading experts



Corporate vision & objectives

The latest Corporate Plan outlines the strategy for 2021-2026 to support the achievement of stated objectives in the context of long term external scientific and economic considerations.

Our vision

"To be international leaders in science on land, crops, natural resources and the wider natural environment, working with communities to provide transformative solutions to global challenges in a way that supports the wellbeing of future generations.

Our mission

"We will conduct excellent, open science through engagement with research partners, business, policy and civil society, that challenges conventional wisdom and ensures trust in what we do.."

Our purpose

"Securing the future through excellent science".

The CFO will play an integral role in supporting the development of the new Corporate Plan for 2027-2032, work on which will begin in early 2025.





Corporate vision & objectives

We use science to understand our world better and to provide solutions to the climate and nature crises. We innovate, we invent, we discover, we model, we predict, we test, we verify, we provoke, we reassure, we advise, we challenge, we motivate, educate and inspire. We use our accumulated knowledge, resources and the skills, talents, experience of our people to understand and enlighten the choices that governments, society and individuals need to make in relation to land use and natural resources for a better world for future generations. We work in the lab, field, farm in natural ecosystems and with communities on the soil, water, vegetation, crops, nature, people and society.

We work with partners in over 55 different countries worldwide. Our approach is to take our expertise, skills and knowledge from Scotland to other parts of the world, and to learn and bring international expertise, knowledge and skills back to Scotland.

Employee benefits

Local benefits

- Free on-site car parking
- On-site canteen facilities
- Free access to independent counselling support
- Health, safety & welfare support including healthy working lives initiatives
- Corporate rates to local council gyms
- Social Club
- Credit Union
- SimplyHealth cash plan at preferential rates
- Microsoft and Apple discount

Pay

We have a structured grading system and associated salary bands for each grade. Salaries are reviewed annually through negotiation with the Trade Union.

Flexible working

In addition to the availability of a flexi-time scheme for eligible roles we seek to meet the individual needs of our employees and through our flexible working policy we can offer amended working arrangements including:

- Part-time working
- Job Share
- Home working

Generous holidays

We provide 25 days holiday (rising to 30 days after 4 years' service) plus an additional 10.5 privilege & public holidays, which is to be used mainly over the Christmas shutdown of the Institute. We also provide a generous carry-over of holidays which enables our employees to have flexibility in holiday planning.

Pensions

For eligible employees there is a pension scheme with a 15% employer contribution. The minimum level of employee contribution is 4%.

All other employees have access to the NEST pension scheme.

Death in service

Eligible employees receive fully funded membership of a life insurance policy with a benefit of 4 x salary.

Additional leave

- Career Breaks
- Generous Maternity and Paternity Benefits
- Shared Parental Leave
- Special Volunteering Leave

Learning & development

We are committed to ensuring our staff receives the training they need in order to succeed. Our Personal Performance and Development Review (PPDR) process identifies learning & development needs.

Salary sacrifice schemes

Employees benefit from a saving on tax and national insurance made under salary sacrifice schemes. We offer a Cycle to Work Scheme.

Supporting diversity

The James Hutton Group is committed to ensuring equal opportunities in all areas. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of sex, marital status, civil partnership status, gender reassignment, sexual orientation, race, colour, nationality, ethnic origin, national origin, culture, religion, age, or disability.

The Group aims to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.



Chief Financial Officer

The role

The main purpose of the role of Chief Financial Officer and Company Secretary is responsibility for the James Hutton Group's financial and operational strategy, as well as ensuring financial probity and delivering effective reporting and governance frameworks. This includes the provision of strategic financial advice, effective corporate planning and company secretarial support to the Board and Chief Executive Officer.

Main duties

- Provide strategic advice to the James Hutton Institute and James Hutton Limited on finances, research support, procurement, legal, information governance, campus services, IT, and health & safety
- As a member of the Executive team, play a key role in the strategic planning and development of the Hutton Group
- Provide leadership and coordination for Professional Services functions including: Finance, Business Systems, Procurement, Information Governance, Research Support, Capital Projects, Campus Services, IT Services, Health Safety Quality & Environment
- Be the company secretary for the James Hutton Institute and James Hutton Limited Boards and oversee all legal and contractual matters
- Act as the main external link on financial planning with funding and delivery partners
- Ensure the efficient utilisation of resources managed by the James Hutton Institute, including the management and delivery of the capital expenditure programme
- Act as a role model for the Institute's Values and associated behaviours
- Develop and maintain close working links with the wider Executive team, Heads of Science and Heads of Professional Services, encouraging collaborative working and innovation to improve the effectiveness of corporate and scientific delivery
- Liaise with Scottish Government on financial and legal matters concerning the James Hutton Institute
- Develop appropriate policy and procedure frameworks for the Hutton Group
- Deliver major capital programmes for the Hutton group that will deliver new facilities to enable world class science



Chief Financial Officer

Knowledge, skills and experience

Essential

- Recognised accounting qualification (CCAB, CIMA, or equivalent) with commensurate and relevant post qualification experience in managing a comprehensive finance function at a senior level;
- Company secretarial qualification or recognised experience in this area;
- Demonstrable experience in strategy, planning and managing change;
- Strong analytical, financial planning and modelling skills;
- Proven ability to develop and maintain effective relationships with a range of staff, Board members and stakeholders
- Experience of contributing to large scale capital projects
- Experience of leading large scale organisational change and transformation programmes
- Ability to manage, motivate and develop a team of professional staff
- Exemplary time management skills with a particular ability to work under pressure and meet deadlines
- At least 5 years of relevant experience in managing business support departments at Director level

Desirable

- Previous experience of working in an Academic or Research Institute environment.
- Experience of both public and private sector organisations
- Project management experience and/or qualification
- Previous experience of at least one of the non-finance functions i.e. information governance, project management, procurement, research support
- Experience of operating on a Board and/or Audit sub-committee
- Experience of supporting major capital investment projects from business case development to realisation
- Experience of working with Scottish Government

May be based in Dundee or Aberdeen, and regular travel is required between sites.

Applying for the role

How to apply

To find out more about this exceptional opportunity, please contact Alan Walter on 07876 766972, email alan@dixonwalter.co.uk.

Further information and details about how to apply can be found at <https://www.dixonwalter.co.uk/opportunities/james-hutton-cfo/>.

Applications should be made via email to alan@dixonwalter.co.uk and must include on separate documents:

- a letter of application setting out your interest in the role and details of how you match the person specification
- a comprehensive curriculum vitae (CV)
- details of three referees and notice period (referees will not be contacted without your permission)
- a completed Personal Details Form (available above)

Closing date for applications is **Midnight on Sunday 9th February**.

Preliminary interviews will take place with Dixon Walter via MS teams from **w/c Monday 10th February**.

Final interviews will take place at James Hutton Institute on **w/c Monday 10th March**.

Please note that the dates above are indicative and may be subject to change.

In making an application for this role we ask you also to view our [Privacy Notice](#) which outlines our compliance to General Data Protection Regulations and the use and storage of your data. Personal Data is held and

processed on the lawful basis that such action is in the Legitimate Interest of the company in pursuing the purposes described and has been considered through the use of a Legitimate Interest Assessment utilising the Balance Test to not be outweighed by risks to the rights, freedoms and interests of the Data Subject.

Please note that our client is legally obliged to confirm that the appointee is eligible to work in the UK. As of 1 January 2021, government restrictions have changed. For further information visit the Home Office website at <http://www.bia.homeoffice.gov.uk/workingintheuk>.

Equal Opportunities Statement

The James Hutton Group celebrates and values the diversity of its workforce and believes that employing, assisting the development of, and promoting people of all protected characteristics is in the best interests of the institute, its employees and students. Our aim is to create an environment which is fair, welcoming and inclusive and where everyone is treated with dignity and respect.

We believe that equality of opportunity is key in achieving our mission and are committed to the positive promotion of equality, diversity and inclusion amongst all members of the Institute and to the principles of the Equality Act 2010.

The Institute is [Disability Confident](#) accredited and strives to ensure that disabled employees can work and study in an inclusive, accessible and supportive environment.





Additional information

The following are links to relevant organisation information.

Legal framework

- [PDF file: Memorandum and Articles of Association](#) (5.43 MB)

Annual reviews and reports

- [PDF file: James Hutton Institute Annual Review 21/22](#) (3.4 MB)

Other documents

- [PDF file: Economic Impact Study](#) (1.4 MB)
- [Excel file: Climate Change Duties Report 2018-19](#) (76 KB)
- [PDF file: James Hutton Institute Transformative Science strategy 2016-2021](#) (2 MB)
- [PDF file: Supporting Shared International Aims](#) (100 KB)

Media coverage

Links to the latest media coverage of Hutton work are provided below.

[£14 Million in funding announced for five research projects into Land Use and Net Zero - James Hutton Institute](#)

[Hutton hunts for soil ambassadors across Scotland to help dig deep - James Hutton Institute](#)

[New Crop Innovation Centre officially opened by Secretary of State for Scotland and First Minister - James Hutton Institute](#)

[Hutton awarded £1M to revitalise UK's raspberry industry - James Hutton Institute](#)

[James Hutton Ltd rewarded for agri-tech innovation with Tay5G Challenge Fund 2 award - James Hutton Institute](#)

[UK growers to benefit from new soft fruit pre-breeding research programme - James Hutton Institute](#)

[James Hutton Institute secures £2.4m in funding for trailblazing research projects - James Hutton Institute](#)

[Time to drive deeper 'awakening' on our interdependence with nature, says environmental science expert - James Hutton Institute](#)





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