

# Forward Look: Business Enabling Services

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# Chief Operating Officer: the role

- Strategic and operational leadership of all business functions which support research activities within the JHI
- Strategic and operational leadership of all business functions which ensure we maintain the corporate health of the JHI
- Company Secretary duties
- Internally focussed
- Report to CEO; member of Executive Team

# Principles

## **1. *Effective, Engaged, Excellent***

Synergy with the research vision

## **2. Unitary administration**

A single, functionally integrated team with responsibility for supporting activities at ALL sites

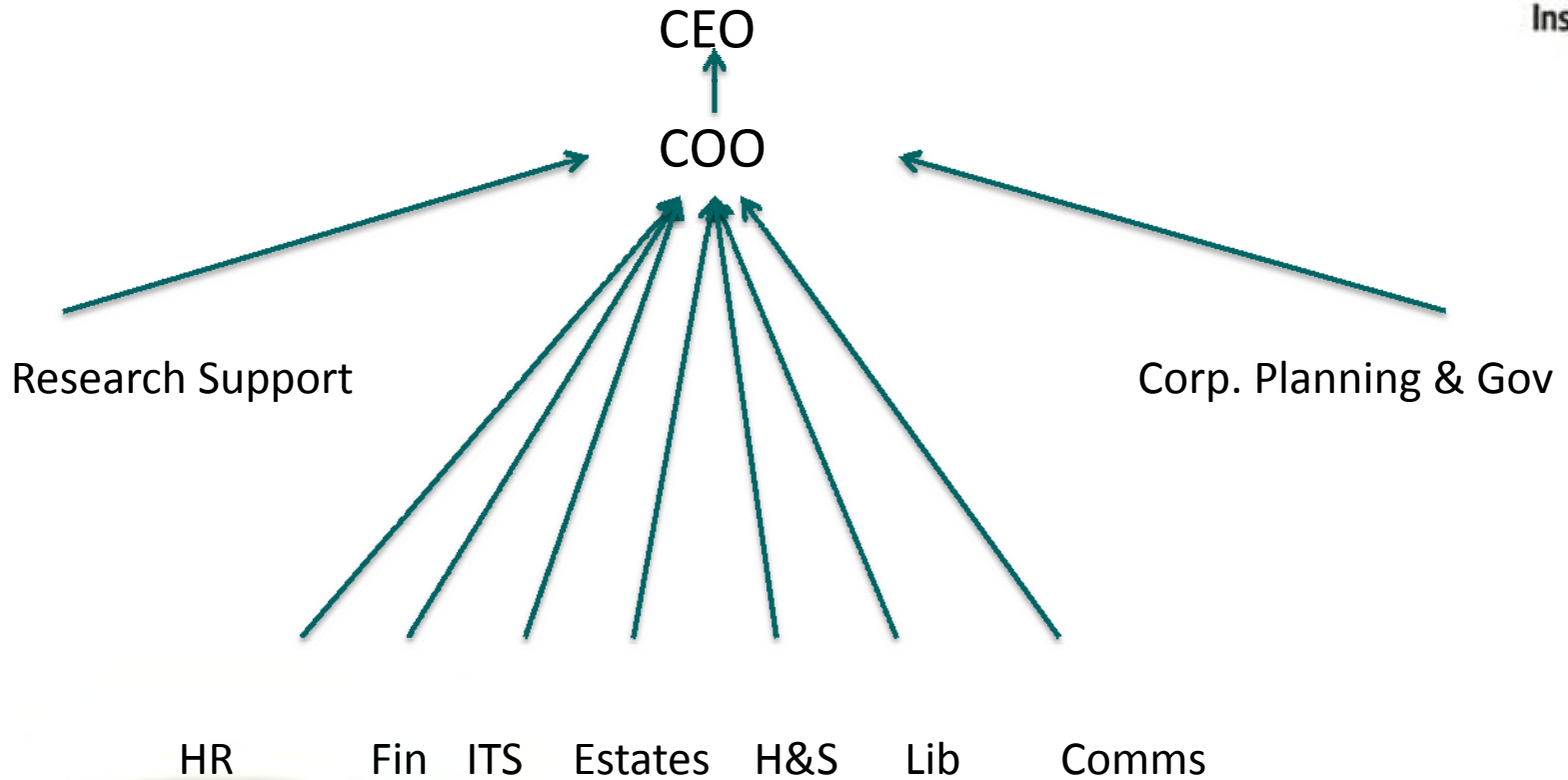
## **3. Support for science and compliance!**

The two common foci for all BES staff

## **4. *Empowered BES***

Clear line management, training & development. Appropriate delegated responsibility and accountability.

# Proposed top level BES structure: BES Leadership Team



# Head of Research Support

## 2 key purposes:

- (i) Co-ordination:** ensure the appropriate elements of all underpinning functions (e.g. business development, finance and HR) are synchronised into a seamless research support process.
- (ii) Development:** Review all existing e- systems for research management (e.g. publications repositories etc) and ensure JHI has a comprehensive, integrated 'toolbox' fit for purpose.

# Head of Corporate Planning & Governance



## 2 key purposes:

- (i) Planning:** Devise JHI Annual Planning Cycle. Ensure implementation. Drive.
- (ii) Governance:** Backoffice support for the Board. Ensures coordinated approach and compliance with e.g. audit, H&S, Public Disclosure, FOI etc

# Embedding BES



# BES Values

1. 'Can do' culture
2. Recognition, respect & understanding
3. Collective responsibility
4. Added value
5. Solution-focused
6. The best interests of the James Hutton Institute
7. Personal health and wellbeing



# Schedule of Activity

**Current:** Preparing to recruit to BES-LT positions

**September 2011:** BES-LT in place

**December 2011:** BES Operating Teams in place

**Early 2012:** Policies, processes and procedures 'stock take'.

**March 2012:** First full draft of JHI 'Operating Manual'