
Scottish Food Commission

Senior Team Candidate Recruitment Pack

1. Welcome from the Chief Executive

Thank you for your interest in joining the Scottish Food Commission.

This is an exciting and important moment. The Commission is a new independent statutory body with a clear purpose: to provide stewardship and oversight of Scotland's Good Food Nation ambition, and to support progress towards a fairer, healthier and more sustainable food system for all.

We are now recruiting our first senior staff team. These roles will shape how the Commission operates, how it scrutinises evidence and policy, how it engages with relevant authorities and communities, and how it communicates its work with clarity, independence and impact.

As a founding senior team member, you will be joining before everything is fully built. That means the work will require judgement, flexibility, resilience and practical problem solving. It also means you will have a real opportunity to shape the Commission's systems, culture, relationships and early priorities.

We are looking for people who combine professional expertise with curiosity, collaboration and a commitment to public purpose. You will need to be comfortable working in a small organisation with a national remit, able to manage complexity, and willing to build strong relationships while preserving the Commission's independence.

If that sounds like the kind of challenge you are looking for, we would be delighted to hear from you.



Jayne Jones
Chief Executive
Scottish Food Commission

2. About the Scottish Food Commission

The Scottish Food Commission was established within the [Good Food Nation \(Scotland\) Act 2022](#). Its core functions include keeping under review progress in achieving the outcomes in the national Good Food Nation Plan and relevant authority plans, advising, informing and assisting Scottish Ministers and relevant authorities, and making formal recommendations where the Commission considers action should be taken.

The Commission may also carry out, commission or support research, seek independent and expert advice, acquire and review information about food-related issues, keep under review relevant international obligations, and consider developments in food-related legislation elsewhere in the world.

The first [National Good Food Nation Plan](#) was published by the Scottish Government in December 2025, and work is commencing across Scotland's 32 local authorities and 14 territorial health boards to develop their Good Food Nation plans, with anticipated publication in Spring 2028.

The Chair of the Scottish Food Commission is Dennis Overton OBE, and the members of the Commission are Professor Mary Brennan, Professor Emilie Combet and Graeme Jack. A fifth member of the Commission will be recruited over the next 12 months.

Scottish Food Commission

Who we are...



**Dennis
Overton OBE**

Chair of the
Commission



**Mary
Brennan**

Member of the
Commission



**Emilie
Combet**

Member of the
Commission



**Graeme
Jack**

Member of the
Commission



**Jayne
Jones**

Chief Executive

3. Our Vision and Purpose

Vision

Making food work for all.

Purpose

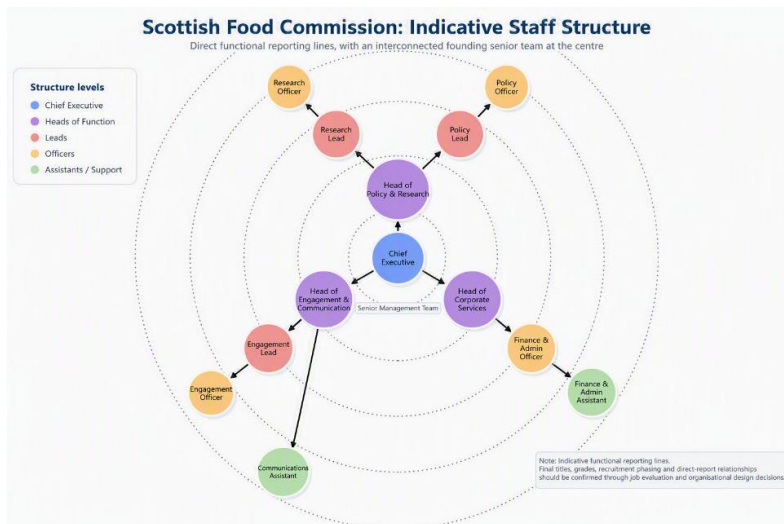
We lead stewardship and oversight of the Good Food Nation Act by engaging diverse perspectives, scrutinising and applying constructive challenge, building mutual understanding and common ground, learning from best practice at home and abroad, to drive transformational change of Scotland's food system into a fairer, healthier and more sustainable system for all.

4. Why these Roles Matter

The Scottish Food Commission is moving from statutory establishment into delivery. The first senior staff appointments will be critical in shaping:

- how the Commission operates as an accountable public body;
- how the Commission develops robust scrutiny, evidence and research functions;
- how the Commission engages relevant authorities, communities and food system interests;
- how the Commission communicates clearly and accessibly;
- how the Commission supports Commission members and the Chief Executive;
- how the Commission builds credibility, independence and constructive influence.

These roles are interdependent. Initially we will be recruiting two posts: - the Head of Policy and Research who will lead evidence, scrutiny and advice; and the Head of Engagement and Communications who will ensure the Commission is connected, accessible and influential. We hope at the next stage to recruit a Head of Corporate Services who will create the corporate platform. Together, these posts will form the founding senior management team. There is currently an indicative staff structure, subject to input from the Senior Team, evaluation of roles and responsibilities, and budgetary limitations.



5. Role Summaries

a. Head of Policy and Research

The Head of Policy and Research is a senior leadership role with responsibility for the Commission's policy scrutiny, research, evidence, data, analysis, expert advice and formal recommendations in relation to Scotland's Good Food Nation.

Key areas of responsibility

- Policy scrutiny of national and relevant authority Good Food Nation plans.
- Evidence and analytical frameworks.
- Research synthesis and research commissioning.
- Expert advice and evidence quality assurance.
- Formal advice and recommendations.
- Indicators, monitoring and assessment of progress.
- International evidence and comparative legislation.
- Policy consultation and parliamentary scrutiny responses.

We are looking for

Someone with experience in public policy, legislative, scrutiny, regulatory, research, evidence, data or analytical environments, with strong awareness of food systems policy and the ability to translate complexity into practical advice.

b. Head of Engagement and Communications

The Head of Engagement and Communications is a senior leadership role with responsibility for the Commission's engagement across the food system,

particularly with relevant authorities, interested parties, public involvement, communications strategy, digital channels, publications and public profile.

Key areas of responsibility

- Engagement and communications strategy.
- Relevant authority relationships.
- Inclusive public and community engagement.
- Engagement with children and young people.
- Lived experience and stakeholder insight.
- Public profile, media, digital channels and publications.
- Accessible communication of reports, advice and recommendations.
- Reputation and communications risk management.

We are looking for

Someone with experience of leading inclusive engagement, communications, public participation, stakeholder relationships or organisational influence programmes, with strong facilitation, relationship-building and communication skills.

6. Working Arrangements and Terms

Area	Detail
Employer	Scottish Food Commission *
Location	Home working initially, with regular in-person meetings and travel. Permanent office base requirements may be considered, and it is likely that you will be required to meet frequently in the Central Belt when office space is secured.
Hours	30 hours per week. Flexible and part-time working can be considered.
Contract	Permanent
Reporting line	Chief Executive
Salary	Band F, salary scale 60,303 – 68,911 (this is the FTE salary for a 35 hour week. The pro rata equivalent for 30 hours/week is 51,688 – 59,067)
Pension	Pending - MyCSP
Travel	Willingness to travel across Scotland and the UK to fulfil requirements of the post.

* You are employed by the Food Commission, and the work you deliver will be for and on behalf of the Scottish Food Commission, however, as the organisation's back office functions are still to be developed, and in line with the intent of Public Service Reform, all initial back office

functions with regards to your employment will be administered by the Cairngorms National Park Authority, who have a Shared Services Agreement with The Food Commission. This includes administration of pay and pension, placement on the pay and grading structure, policy implementation, consultation around pay and terms and conditions, and full HR services including access to the Park Authority's HR database, the on-line training portal, the Employee Assistance Programme, and Occupational Health Services. The Food Commission, its Chief Executive, and the Food Commission's management team will have sole responsibility for the management of Food Commission staff. The Park Authority shall play no part whatsoever in the management, control, or direction of the Food Commission staff at any time.

You should also be aware that there is a longer term Programme for Government (PfG) commitment for the Commission to be integrated into Food Standards Scotland, and with this planned integration is the possibility that organisational structures, policies and processes, as well as aspects of the roles may change over time. Whilst we do not expect these changes to be forthcoming imminently, if there are any changes before the appointment start date, these will be communicated with the successful candidate. We do not however expect there to be any changes to the role itself

7. The Kind of Senior Team We Want to Build

The Scottish Food Commission is a new organisation, so we are looking for senior leaders who are comfortable building as well as delivering. The founding senior team will need to:

- work collaboratively across functional boundaries;
- establish practical systems without over-engineering;
- support the Commission's independence and credibility;
- bring curiosity and constructive challenge;
- communicate clearly and accessibly;
- use evidence and engagement insight well;
- maintain high standards of governance, ethics and accountability;
- create a learning culture from the outset.

The Senior Team members will work with Commission members to develop the values for the organisation before recruiting their direct reports.

8. Selection Process

1. Application: candidates should apply via the applicant tracking system in the link in the recruitment advert. Please note that this will direct you to complete an application form. We will not accept CV's
2. Shortlisting: applications will be assessed against the essential criteria. Desirable criteria may be used to distinguish between candidates where needed.

3. Assessment exercise: shortlisted candidates will complete a role-specific assessment exercise prior to interview. There will be a challenging timeline to return this, reflecting potential working requirements.
4. Panel interview: candidates will be interviewed by a panel including the Chief Executive, a Commission member or Board representative and a member from Cairngorms National Park Authority.
5. Conditional offer: preferred candidates will be offered appointment subject to pre-employment checks.

9. Indicative Assessment Exercises

Role	Indicative exercise
Head of Policy and Research	Briefing exercise on developing an evidence and scrutiny framework for Good Food Nation plans.
Head of Engagement and Communications	Scenario exercise on building trust with relevant authorities, communities, lived-experience contributors and wider food system stakeholders.

10. Indicative Recruitment Timetable

Stage	Indicative timing
Advert opens	w/c 14/09/26
Closing date	04/10/26
Shortlisting	w/c 19/10/26
Interviews	w/c 23/11/26
Conditional offers	w/c 30/11/26
Expected start date	January 2027

Candidates may apply for more than one role but should explain clearly how their skills and experience meet the criteria for each role.

11. Equalities, Accessibility and Adjustments

We want this recruitment process to be fair, accessible and inclusive. Candidates will be invited to tell us about any reasonable adjustments needed in relation to the application process, assessment exercise or interview.

Equalities monitoring information will be collected separately from selection information and will not be used in shortlisting or appointment decisions.

12. Questions about the Roles

Query type	Contact
Questions about the roles or the Commission	Jayne Jones, Chief Executive jayne.jones@foodcommission.gov.scot
Questions about the recruitment process or technical issues with the application platform	Kate Christie katechristie@cairngorms.co.uk