

JOB DESCRIPTION

Position	Milling Specialist
Position Number	
Classification	Common Law Contract
Award agreement	Not applicable
Location	AEGIC D Block, South Perth, Western Australia
Positions supervised	0
Supervisor	Wheat Quality Technical Markets Manager
AEGIC's Purpose	To increase value in the Australian grains industry.
AEGIC's Vision	Australia's leading organisation for market insight, innovation and applied solutions in the grains industry.

1 FUNCTIONS OF THE POSITION

This position is a member of Wheat Program / Technical Services team based in Perth. The Milling Specialist performs milling operations in milling and grain processing projects for AEGIC's clients and supports project management and technical extension activities.

Key functions:

- Completes test and milling operations and carries out maintenance and cleaning of grain and milling facilities.
- Contributes to the content and delivery of technical milling activities.
- Contributes to the management of technical milling projects.
- Develops skills and knowledge to support innovation within AEGIC Wheat Quality & Processing Program.
- Contributes to the expansion of the technical services beyond wheat into milling and grinding of other crops e.g., Sorghum, Barley, Oats.
- Manages commissioning of new equipment.
- Accurately record and manage large data sets.
- Ability to write, implement and develop new methods.
- Display motivating behaviour to promote AEGIC values.

This position contributes towards achieving AEGIC's vision as the Australian leading organisation for market insight, innovation and applied solutions in the grains industry and will positively contribute to the development and maintenance of AEGIC's organisational values and culture.

2 ORGANISATIONAL CONTEXT

AEGIC is an independent, not-for-profit company established in 2012 to increase value in the Australian grains industry. AEGIC is an investment of the Australian Government and Australian grain producers through the Grains Research and Development Corporation (GRDC), and the Western Australian Government through the Department

of Primary Industries and Regional Development (DPIRD). We have offices in Perth and Sydney staffed by leading industry experts. Our facilities include research laboratories, pilot mill, pilot bakery and commercial analytical laboratories.

3 KEY DUTIES & RESPONSIBILITIES

3.1 Laboratory research and development

- To maintain a clean and safe working environment.
- Establish, conduct, manage and report grain testing for internal and external customers.
- Support project management and technical extension to deliver milestones and outputs in full and on time.
- Provide other grain processing services as required to internal and external clients.
- Prepare technical extension material as related to milling quality of Australian wheat.
- Maintain and assist in maintaining various accreditations used in grain processing and milling.
- Manage and support the development of applications for accreditation of the milling labs (quarantine milling).
- As directed, provide routine technical support in wheat quality, flour and dough rheology and end-product (baking or other products) evaluation.
- Provide high level of expertise and efficiency in research survey, laboratory activities in a field of routine grain quality processing.
- Assist with maintenance of laboratory and experimental equipment used in research projects.
- Maintain and update procedural and information resources as required.
- Completion of all relevant CCP and quality checks and completion of relevant paperwork.
- Follow all OHS procedures.
- Identify and report safety issues within the mill, the receivals and storage and broader workplace.

3.2 Wheat quality program support

- Provide research and technical support for grain quality programs.
- Achieve strategic and operational project on time including milestones and outputs.
- Contribute to revenue targets.
- Undertake personal and professional development as required.
- Actively engage with and contribute to the overall development of the AEGIC research portfolios and support services.

3.3 Stakeholder engagement and extension

- Liaise with project managers, supervisors, research and technical officers regarding the organisation and operation of project activities and with other stakeholders as directed.
- Assist with preparation and delivery of training to clients as directed.

3.4 Regulation and policy compliance

- Apply risk management principles and processes to relevant work activities.

- Undertake all activities in compliance with state and federal legislation and regulation including but not limited to the Occupational Health & Safety Act 1984 (WA), Western Australia Equal Opportunity Act 1984 (WA), Privacy Act 1988 (Cwlth) and the Fair Work Act 2009 (Cwlth).
- Apply any confidentiality, privacy, records management or intellectual property provisions to information management.
- Cooperate with all AEGIC protocols and procedures of the CEO including any relating to health or safety at the workplace.
- Identify, remove and report any work health and safety risk, hazard or incident to the Health and Safety Representative/Committee.

3.5 Our values

- Act in accordance with AEGIC's values demonstrating the behaviours defined in our values touchstone.

3.6 Other

- International and domestic travel, as required.
- Other duties as required.