

Role Profile

This section provides key information relating to the role.

Job Title:	Miller and Technical Assistant		
Post No:	RP0084	Grade:	D
Team:	Museum Service	Location:	Mill Green Mill
Responsible to:	Museum Service Manager		
Responsible for:	N/A		

Overall job purpose:

Responsible for welcoming visitors and engaging with schools to pass on knowledge about the mill and milling process; dealing with flour orders and ordering of organic grain; the production and packing of Mill Green flour; the cleaning and general maintenance of Mill Green Mill; keeping auditable records for, and assisting with, the Soil Association annual inspection; providing general support for all operations and activities at Mill Green Museum, such as assisting with exhibition installation and event set-up.

Key areas of focus:

1.	Produce flour that meets consistent standards and demand, in keeping with organic status
2.	Source business for flour sales and pack flour for commercial and retail orders
3.	Order organic grain to specified standards
4.	Run and maintain the watermill safely and effectively
5.	Conserve and take measures to protect the waterwheel and associated mechanisms, including working with pest control agencies and millwrights
6.	Clean and maintenance for the mill environment, including working with the rivers Agency
7.	Keep auditable records for the Soil Association annual inspection
8.	Interpret the milling process, explaining the workings and history of the mill to visitors and school groups
9.	Assist with planning and preparation of events, activities, and exhibitions
10.	Keep up to date with good practice in the sector through networks such as the Traditional Corn Millers Guild
11.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.

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| 12. | Any other duties that are commensurate with the level and grade of this post. |
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Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
GCE 'O' Level or GCSE grade C/Level 4 in mathematics		x	AP
Experience working with the public	x		AS/IN
Knowledge and understanding			
Knowledge or enthusiasm for milling history or technology		x	AP/IN
Knowledge or enthusiasm for local history		x	AP/IN
Practical mindset with a basic understanding of engineering/ mechanics	x		AP/IN
Understanding of the importance of health and safety in the workplace and ability to assess risks	x		AP/AS/IN
Skills and abilities			
Ability to work as a member of a small team	x		IN
Confidence in engaging with the public	x		AS/IN
Basic woodworking skills with a variety of tools	x		AP/IN
Excellent communication skills for different audiences and excellent customer service skills		x	AP/IN
Good basic administrative skills when ordering stock and supplies	x		AS/IN
Methodical and clear record keeping	x		AS/IN
Ability to work on own initiative to manage mill-related tasks	x		AS/IN

Other attributes			
An awareness and understanding of the importance of including personal and food hygiene standards in a food producing workplace	x		IN
Awareness of the principles of Equality and Diversity	x		IN
Ability to lift and carry heavy grain sacks and equipment	x		AS/IN
Able to work on your feet for the length of your shift	x		IN
Available for some weekend and bank holiday working	x		IN

Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.