



Management Tasks

Forget Heritage Interreg Projects

1. Personnel Responsibility (29%)

Personnel Planning (2%)

- Preparation of Staffing Plan (2 years)
- Recording of Staff Changes
- Evaluation and Rating of Staff Changes
- Personnel Budgeting
- Job advertisements, Job Interviews, Task Force Personnel
- Personnel Contracts, Salary Negotiations
- Handling of Overtime
- Labor Law

Staff Responsibilities / Employee Management (19%)

- Job Reviews, Reflections, Guidance
- Team Development
- Targets Set, Agreements
- Delegating of Decision Making Competence and Authority of directives
- Job Interviews, Employment, Written Warnings, Terminations
- Advisory of Departments/Heads of Departments
- Participation at Team Meetings
- Preparation of Work Instructions and Employee Information
- Qualifications and Training
- Information Handling

Controlling (8%)

- Surveillance of Departments, Success Monitoring, Quality Monitoring
- Development of adequate solutions in case of problems and mismanagement
- Matching of goals agreements and goal achievement

2. Commercial Tasks (21%)



Economic Planning (10%)

- Investment Plan (2 years)
- Key Plan (1 year)
- Liquidity Plan (1 year)
- Success Plan (5 years)
- Annual Accounts and Balance
- Budget Planning of Departments
- Specification of Financial Goals
- Evaluation of Outcomes and Derivation of Consequences
- Credits, Loans, Liabilities
- Specification of Evaluation Criteria and Monitoring of Cost Development and Success
- Close Cooperation with Auditors and Accounting

Business Development (8%)

- Optimization of Processes
- Development and Expansion of Personnel and Administration Structure
- Support the Departments with Creation of Structures
- Participation and Moderation of Team Meetings
- Participation Network Meetings
- Establishing new Business Branches
- Creation of and Compliance to Guiding Principles
- Evolution of Operational Concept
- Establishing Short-term, Mid-term and Long-term Goals and Priorities
- Developing Solution Approaches for Problems

Running Grants and Investments (3%)

- On-time Delivery of Application for Running
- On-time Delivery of Where-used lists for Running Grants
- Investment costs subsidies according to Investment Plans
- Evidence of Costs for Investments

3. Tasks as Legal Body Authorized to Represent of the Company (28%)

Meetings of the legal bodies (8%)

- Supervisory Board Meetings
- Meeting of Shareholders



- Agenda, Protocol
- Preliminary Discussions and Clarifications
- Circular Resolutions

Construction Projects (10%)

- Person of Contact for Building Department, Funding Bodies, Architects, Specialist Planners
- Participation at Construction Jours Fixes

Networking, Lobbying (10%)

- Participation at Board Meetings (Cultural Board, Civic associations)
- Networking, Meet and Greets, Jubilees
- Public Relations (Guided Tours, Welcoming Address, Official Statements a.s.o.)
- Contact Person for Administration and City Departments - especially Cultural Department, Social Department, Finance Department
- Contact Person for Politics
- Contact Person for Cultural Institutions, Cultural Managers
- External Funding and Sponsoring

4. General Tasks (20%)

- General Business (Office, E-Mail Communication, Archiving, Repository a.s.o.)
- Handling and Delegation of Operator Obligations
- Employee Model Occupational Health and Security
- Holiday Replacement of Head of Administration
- Contract Administration (Examination of all long-term contracts, maintenance contracts during warranty periods, termination of contracts)

5. Extra Tasks and Volunteering (2%)

- Task Force Refugee Aid
- Task Force Terms and Agreements
- Task Force Staff
- Participation at Planning Meetings
- Information of Neighborhood and Networking