

Annex 4 - Vacancy general manager (core tasks)

Core tasks (max. 5) with description

(In 3rd person singular)

(Structural and Comprehensive Only)

Core task 1

Develops and implements a municipality-wide vision on circular management of raw materials and provides strategic advice on this to official and political administration 40%

- Develops, initiates and implements the municipal vision and policy frameworks on circular management of raw materials and the role of the raw materials depot in this.
- The official does this in collaboration with colleagues involved in this subject and translates this into policy proposals and implementation proposals.
- Advises the management team of City Companies and other organisational units such as Ruimte on the organisational steps needed to implement circular management of raw materials for the longer term broadly within the municipality and to structurally maximise the effects on sustainability and cost savings.
- The manager also advises the management of the group and the responsible alderman on these matters.
- Initiates and conducts discussions with colleagues in the organisation, such as policy advisors from Utrecht Circular and other organisational units, about how the organisation can implement the municipal vision on circular management of raw materials.

Core task 2

Manages the employees at the raw materials depot and takes care of the business operations 20%

- Determines the priorities, and distributes the tasks within the team based on this.
- Monitors the progress of the work and monitors quality, safety and staffing
- Ensures a safe working environment where everyone works according to safety regulations
- Identifies bottlenecks in the processes and makes timely adjustments

Core task 3

Directs the further development of the raw materials depot. 20%

- Determines the operational and financial objectives of the raw materials depot and manages accordingly.
- Advises the management of City Companies on the further development of the raw materials depot and the services provided to the municipal organization.
- Directs employees to implement improvements in service quality, environmental and cost efficiency.
- Assigns employees for the necessary further development of the current inventory management system, the digital marketplace and other quality management tools.

Core task 4

Encourages the municipal organisation to think and act in circular management of raw materials 20%

- Conducts discussions with municipal teams from organisational units such as City Companies and Spatial Planning in the transition to circular working methods and motivates employees to actively contribute to the circular objectives.
- Ensures connection between different organizational units such as City Companies and Space to shape circular management of raw materials within the municipality and get it into the DNA
- Provides knowledge transfer to increase knowledge about circular resource management within the organization.