INFORMACJA, al. Niepodległości 34, 61-714 Poznań, hol główny, tel.: 61 626 66 66; fax 61 626 67 44, e-mail: kancelaria@umww.pl

Department of Human Resources Management

The **Department of Human Resources (DZK)** of the Marshal Office of the Wielkopolska Region in Poznań is responsible for matters related to the employment of the Office's staff and managers of regional self-government organisational units. The Department handles all personnel and payroll matters concerning employees, develops and implements procedures in the area of human resources management, taking into account diversity and equal treatment issues, supports employees' professional development, organises internships and work placements, carries out tasks related to personal data protection and information security policy, and provides organisational support to the Board of the Wielkopolska Region.

The **Human Resources Division (DZK-I)** is responsible for employee-related matters, social affairs and statistical reporting. It also cooperates with the Office's Occupational Health and Safety Services, the Ethics Council and the Retirees' Association.

The **Payroll Division (DZK-II)** is responsible for payroll calculation and payroll settlements, handles settlements with the Social Insurance Institution (ZUS) and tax authorities, prepares the budget plan in the area of remuneration and employment, manages matters related to the Employee Capital Plans programme, and prepares declarations for the State Fund for the Rehabilitation of Persons with Disabilities.

The **Human Resources Management Division (DZK-III)** is responsible for implementing personnel policy, supporting the development of employees' competencies, and creating a safe, professional and employee-friendly work environment. Its main areas of activity include recruitment processes, the organisation of training and development initiatives, support for organisational culture building, the organisation of internships, work placements and volunteer programmes, employee support through mediation and anti-mobbing measures, and activities aimed at strengthening the employer's positive image.

The **Board Support Unit (DZK-IV)** provides administrative, clerical and technical-organisational support to the **Board of the Wielkopolska Region**.

The **Accessibility Coordinator (DZK-V)** is responsible for supporting persons with special needs and for activities aimed at ensuring the accessibility of the Office's services. The Coordinator also carries out activities related to the equal treatment policy and anti-discrimination measures.

The **Data Protection Officer (DZK-VI)** participates in matters concerning personal data protection, ensuring the performance of the statutory duties of the Data Protection Officer in accordance with applicable legal regulations.

The **Personal Data Protection Unit (DZK-VII)** is responsible for the development and supervision of the personal data protection system within the Office. Its tasks include, among others, coordinating activities related to data security, handling data protection incidents and breaches, and cooperating with the Data Protection Officer.

The **Secretariat (DZK-VIII)** provides administrative and clerical support to the Department of Human Resources.

Contact

Al. Niepodległości 34
61-714 Poznań
secretariat - room 862
Phone No.: +48 61 626 67 00
e-mail: dzk.sekretariat@umww.pl

Director
Maciej Witkowiak

Deputy Director
Elżbieta Wolska

Deputy Director
Magdalena Kowerczuk

Dziękujemy za odwiedziny i zapraszamy ponownie