

## **RULES OF OPERATION FROM 1 JANUARY 2025**

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## 1 Tasks of the Division

The Culture and Leisure Division maintains and improves the opportunities for Helsinki residents of all ages to foster their mental and physical well-being, learning, and active citizenship and supports vitality in the City of Helsinki. (Chapter 4, Section 7 of the Administrative Regulations)

The division is responsible for library material, museum and art museum collections, and the preservation of cultural heritage. The division carries out the official duties related to preserving the cultural environment. (Chapter 4, Section 7 of the Administrative Regulations) The Culture and Leisure Division operates under the Culture and Leisure Committee. (Chapter 4, Section 7 of the Administrative Regulations)

## 2 Head of Division

The Head of the Culture and Leisure Division is responsible for the division's operations and its shared services. The Head of Division is the rapporteur for the Culture and Leisure Committee, its sub-committees and the Deputy Mayor of the division. The Head of the Culture and Leisure Division is appointed for a maximum term of 7 years. (Chapter 5, Section 8 of the Administrative Regulations)

The Head of the Culture and Leisure Division is the supervisor of the directors of the units included in the division and the director of the joint services included in the division. The Head of the Culture and Leisure Division performs the tasks assigned by the City Manager. (Chapter 5, Section 8 of the Administrative Regulations)

## 3 Units of the Division

The Culture and Leisure Division is divided into four units: the Library Services Unit, the Culture Unit, The Sports Services Unit and the Youth Services Unit. (Chapter 4, Section 7 of the Administrative Regulations)

### 3.1 Library Unit

The Library Services Unit (City Library) is responsible for library activities as well as the national development task, which has been specifically provided for by law. (Chapter 4, Section 7, Subsection 2, Paragraph 1 of the Administrative Regulations)

Library Services Unit:

- Promotes reading and literature
- Promotes equal access to digital services
- Provides facilities for civic activities and events
- Promotes social and cultural dialogue and
- Cares for nationwide special tasks, which are provided for by law.

The Library Services Unit is led by the Director of Library Services. The Director of Library Services is responsible for carrying out the national development task in accordance with the Library Act. The Director of Library Services performs the tasks assigned by the Head of Division. (Chapter 5, Section 8, Subsection 4 of the Administrative Regulations)

The City Library includes four services: the Area Library Services, Central Library Oodi, the Library Network Services Unit, and the National Development Services Unit.

#### 3.1.1 Area Library Services

Area Library Services are responsible for the library services of the city districts and the organisation and development of customer service. Area Library Services are managed by the Director of Area Library Services. The Director of Area Library Services performs the tasks assigned by the Director of Library Services.

Area Library Services includes 20 units, whose task is to be responsible for the library services in their own area, as well as the organisation and development of customer service.

The Area Library Services units operate as units of three, two or one library, each led by a chief librarian.

The Area Library Services units include the following double libraries: The Arabianranta and Vallila libraries, the Kallio and Kalasatama libraries, the Kontula and Myllypuro libraries, the Maunula and Paloheinä libraries, the Oulunkylä and Käpylä libraries, the Puistola and Tapulikaupunki libraries, the Töölö and Pikku-Huopalahti libraries, and the Vuosaari and Sakarinmäki libraries.

The triple libraries include the Etelä- and Pohjois-Haaga and Munkkiniemi libraries, the Herttoniemi, Laajasalo and Roihuvuori libraries, the Pukinmäki, Suutarila and Tapanila libraries, the Kannelmäki, Malminkartano and Pitäjänmäki libraries, and the Rikhardinkatu, Jätkäsaari and Suomenlinna libraries.

Other units of the Area Library Services are the Itäkeskus Library, Jakomäki Library, Lauttasaari Library, Malmi Library, Pasila Library, Viikki Library, Home and Service Library and the Mobile Library.

A Service Manager (5th supervisor level), who is responsible for the operational tasks of the library, operates under the librarian in the units of the Itäkeskus, Kallio and Kalasatama libraries, Pasila, Rikhardinkatu, Jätkäsaari and Suomenlinna libraries, Töölö and Pikku-Huopalahti libraries, as well as Vuosaari and Sakarinmäki libraries. The work of the immediate supervisor has also been divided between the librarian and the Service Manager. The Kontula-Myllypuro unit and Kannelmäki-Malminkartano-Pitäjänmäki unit have a Service Manager (5th supervisor level) (fixed term 2025–2026).

Of the libraries of the service centres, the Riistavuori library belongs to the Etelä- and Pohjois- Haaga-Munkkiniemi unit, the Kustaankartano library to the Oulunkylä-Käpylä unit, Roihuvuori and Myllypuro to the Itäkeskus unit, the Kontula to the Kontula unit, and the Aurora and Psychiatric Centre patient libraries to the Töölö-Pikku Huopalahti unit. The Pasila unit is responsible for home library services.

### 3.1.2 Central Library Oodi

Central Library Oodi produces and develops library services. It is the responsibility of the Director of the Central Library. The Director of the Central Library performs the tasks assigned by the Director of Library Services.

The **Content Services Unit** is responsible for the development of the Central Library Oodi's collections of advisory services, event activities organized by the library, and family services. The unit is led by a Head of Unit.

The **Customer Experience and Partnerships Unit** is responsible for the organisation of Central Library Oodi's customer service, customer experience, cooperation with external and internal partners and its coordination, as well as external event activities. The unit is led by a Head of Unit.

The **Media Culture Unit** is responsible for Central Library Oodi's Urban Workshop and studio services, the development of digital services and the technology required by media culture. The unit is led by a Head of Unit.

The **Shared Services Unit** is responsible for monitoring the quality of Central Library Oodi's support services, scheduling, organising the work of substitutes, trainees and those liable for non-military service, the staff orientation process as well as internal training. The unit is led by a Head of Unit.

### 3.1.3 Library Network Services Unit

The Library Network Services Unit manages, coordinates and centrally develops the processes of the City Library's collection expansion, management and material logistics as well as systems that are related to logistics, findability of material and the lending process.

Additionally, the Library Network Services Unit shares responsibility with the National Development Services Unit for the Multilingual Library, operations of the national consortium of public libraries and role of public libraries in the development of the national metadata process. The Library Network Services Unit is managed by the Head of Library Network Services. The Head of Library Network Services performs the tasks assigned by the Director of Library Services.

The task of the **Collection and Metadata Unit** is to select material and develop the Helsinki City Library collection, as well as to take care of the metadata of the material to be acquired in the collections and its visibility to customers. The unit is led by a Head of Unit.

The responsibility of the **Procurement, Processing, and Logistics Unit** is to purchase the selected material for the collection and make it available for customers. The unit is led by a Head of Unit.

The unit includes a logistics team led by a team supervisor.

### 3.1.4 National Development Services Unit

National Development Services Unit, in cooperation with other libraries, produce and develop online, communication and other services for public libraries throughout the country, and promote cooperation and international communication between libraries.

**National Development Services Unit** operates as a single unit, where employees work in a flexible team

model. The unit is led by a Development Manager.

## 3.2 Cultural Services Unit

The Cultural Services Unit is responsible for the city's cultural policy as well as the cultural, orchestral and museum activities and tasks related to the city's art collection. The Cultural Services Unit is responsible for the national and regional special tasks belonging to it, which are separately provided by law. (Chapter 4, Section 7 of the Administrative Regulations)

Cultural Services Unit:

- Enables and ensures the conditions for diverse professional art and culture
- Enables people in Helsinki to have a life-long connection to art and culture
- Strengthens the flourishing of areas through art and culture and
- Cares for national and regional special tasks, which are provided for by law.

In accordance with the requirements of the Museums Act, the division's Culture Unit is responsible for ensuring that the city's cultural-historical collection and art collection remain as museum collections under the control of a legal, private or public operator that organises museum activities as its task, even if the City of Helsinki abandons the maintenance of museums.

The Cultural Services Unit is led by the Culture Director. The Culture Director leads cultural policy and the development of cultural services. The Culture Director performs the tasks assigned by the Head of the Culture and Leisure Division. (Chapter 5, Section 8 of the Administrative Regulations)

### 3.2.1 Helsinki City Museum

The Helsinki City Museum takes care of the city's museum services and cultural-historical collection, as well as the preservation of the cultural environments. The Helsinki City Museum serves as a local authority museum. In accordance with the requirements of the Museums Act, the City of Helsinki is responsible for ensuring that the museum collections remain as museum collections under the control of a legal, private or public operator that organises museum activities as its task, even if the City of Helsinki abandons the maintenance of museums.

The Helsinki City Museum is led by the Museum Director. The Museum Director is responsible for the implementation of the regional responsibilities defined by law. The Museum Director performs the tasks assigned by the Culture Director.

The Cultural Heritage Unit stores, studies and preserves Helsinki's cultural heritage and cultural environments, and produces and explains information based on them in cooperation with residents. The unit is responsible for the city's cultural-historical collection, collection management and policy, as well as the collection management system and collection logistics. The unit prepares official statements related to land use planning and renovation construction with regard to the cultural landscape and building heritage, as well as antiquities. The unit is responsible for the implementation of the task of promoting regional museum activities and the regional cultural environments as defined by law. The unit is headed by a Research Director.

The teams of the Cultural Heritage Unit are collections of items and images as well as the cultural environments.

The Collections of Items team is responsible for the cultural-historical collection as well as related research, customer service and logistics. The team is led by a Chief Curator.

The Cultural Environments team prepares official statements related to land use planning and renovation in terms of cultural landscape, building heritage and archaeological sites in Helsinki and in the area of the local authority museum. It is responsible for cultural environment research and customer service. The team is led by the Head of Cultural Environments.

The Collections of Images team is responsible for photo and art collections, as well as related research, digitisation and customer service. The team is led by a Chief Curator.

The Audience Services Unit is responsible for customer and public services, the implementation of exhibitions and other programs, services that promote learning and well-being, volunteering, leasing of premises, and product and service sales. The unit is managed by the Head of Audience Services.

The unit's teams include customer interaction and sales, exhibitions and programming, as well as learning and wellbeing services.

The responsibility of the Customer Interaction and Sales team is to take care of the Helsinki City Museum's customer service, public guided tours, the leasing of the museum's premises, as well as service and product sales. The team is led by a team supervisor.

The Exhibitions and Programming team produces exhibitions and programmes for the city's residents and participates in the development of sales and service products. The team is led by a team supervisor.

The responsibility of the Learning and Wellbeing Services team is to plan and implement services that promote the learning and well-being of the Helsinki City Museum. The team is led by a team supervisor.

### 3.2.2 Helsinki Philharmonic Orchestra

The Helsinki Philharmonic Orchestra takes care of the symphony orchestra's activities and provides classical music services. The Helsinki Philharmonic Orchestra is led by a Chief Curator. The Chief Curator performs the tasks assigned by the Culture Director.

The units of the Helsinki Philharmonic Orchestra are the Orchestra, Concert Production, Audiences and Interaction and Orchestra Services Unit.

The Orchestra Unit is responsible for the music's instrumental content and forms a symphony orchestra. The unit is led by an orchestra leader.

The Concert Production Unit is responsible for the production of the Helsinki Philharmonic Orchestra's concerts, tours, recordings and other artistic activities. The unit is led by a concert manager.

The Audiences and Interactions Unit is responsible for relaying Helsinki Philharmonic Orchestra content to the audiences and the development of public relations. The unit is headed by a Communications and Liaison Manager.

The Orchestra Services Unit is responsible for the functional development of the Helsinki Philharmonic Orchestra, programme and financial planning services, support of the orchestra's knowledge-based management, and the development of competence and well-being at work. The unit is headed by the 2nd Chief Curator.

### 3.2.3 Cultural Services and Support function

The Cultural Services and Support function provides cultural and arts education services that complement the City's cultural offerings and prepares arts and cultural grants and permits for basic art education. The Cultural Services and Support function is managed by a Head of Unit. The Head of Unit performs the tasks assigned by the Culture Director.

The Partnerships Unit is responsible for the preparation of grants, as well as the development and cooperation of the activities of cultural and arts institutions supported by grants, as well as the preparation of basic arts education. The Partnerships Unit is managed by a Head of Unit.

The Annantalo Children and Youth Art Centre Unit promotes equality of children's culture in Helsinki and develops and produces children's culture services. The unit is led by the Chief of Children's Culture.

The Annantalo arts education team is responsible for the art education services at the Annantalo Art Centre. The team is led by a team leader.

The Children's Culture Promotion team is responsible for activities arranged by Annantalo and acts as an enabler and expert in the field of children's culture in Helsinki. The team is led by a team leader.

The Caisa Cultural Centre Unit promotes, through art and culture, the development of Helsinki into a diverse city. The unit is headed by the head of Caisa.

### 3.2.4 Cultural Centres and Support function

The Cultural Centres and Support function is responsible for providing art and cultural services, as well as arts education services, to the city's residents in cultural centres.

Cultural centres offer professional artists performance, art education and gallery facilities, and produce services in cooperation with other actors. The Cultural Centres and Support function is managed by the Head of Cultural Centres. The Head of Unit performs the tasks assigned by the Culture Director.

The units of the Cultural Centres and Support function are Kanneltalo, Malmitalo, Savoy Theatre, Stoa and Vuotalo. The Kanneltalo unit also includes the cultural services of Maunula House. The units are responsible for the content and operations of their own cultural centre and the cooperation of the centre's services. Each unit is headed by their respective Head of Unit.

## 3.3 Sports Services

The Sports Services Unit is responsible for sports, sports policy as well as sports events, sports facilities and campsites. (Chapter 4, Section 7 of the Administrative Regulations)

Sports Services Unit:

- Promotes everyday and incidental physical activity
- Promotes self-motivated physical activity, and
- Promotes organised physical activity and sport.

The Sports Services Unit is led by the Sports Director. The Sports Director is responsible for implementing the cooperation referred to in the Sports Act. The Sports Director performs the tasks assigned by the Head of the Culture and Leisure Division. (Chapter 5, Section 8 of the Administrative Regulations)

The Sports Promotion Unit takes care of the coordination of the promotion of sports at the city level, as well as the development and implementation of measures within the city and with various stakeholders. The unit reports on the achievement of sports objectives and measures.

The unit takes care of city-level planning and development of sports, outdoor activities and exercise conditions. The unit is responsible for planning and preparing matters in the joint preparation of the Sports Services Unit, managing with information, developing participation and stakeholder cooperation, and coordinating international matters. The unit is led by a Head of Unit. The Head of Unit performs the tasks assigned by the Sports Director.

### 3.3.1 Sports Activation Unit

The Sports Activation Unit is responsible for promoting physical activities. Residents are encouraged to take part in physical activities with city-produced services and those produced with partners, as well as by supporting the organisation of civic action in the field of physical activity with a reservation booking system and grants. The Sports Activation Unit is managed by a Head of Service. The Head of Service performs the tasks prescribed by the Sports Director.

The Guided Sports Services Unit is responsible for sports instruction services, sports-related guidance and organising sports events for various target groups. The unit is led by a Head of Unit.

The teams of the Guided Sports Services Unit are the eastern, western, northern and joint sports teams. The teams are responsible for sports instruction, sports-related guidance and sports events in their respective areas. The teams are led by team leaders. The joint sports team is led by a team supervisor who works in all three areas in managerial positions, and who manages summer and seasonal workers.

The Partnership and Development Unit is tasked with partnership, development and assistance activities in sports, space reservations, and providing exercise activities for the City of Helsinki's staff. The unit is led by a Head of Unit.

The teams of the Partnerships and Development Unit are the sports planning team and the sports grants and facility booking team.

The Sports Planning team is responsible for sports partnership events, expert, planning and development tasks of the sports service, separate projects and personnel sports. The team is led by a team leader.

The Sports Grants and Facility Booking team is responsible for knowledge-based management, planning and development of civic action in the field of physical activity. The team is responsible for sports grant preparation, facility shifts and boat parking reservations. The team is led by a team leader.

### 3.3.2 Sports Facilities function

The Sports Facilities function develops the in- and outdoor sports facilities under its care and is responsible for the maintenance thereof. The function develops the conditions for physical activities in Helsinki in cooperation with other city divisions, operators of other sports facilities, and parties that plan the creation of new sports facilities. The Sports Facilities function is managed by the sports facilities manager. The sports facilities manager performs the tasks assigned by the Sports Director.

The Eastern Regional Unit is responsible for sports facilities in the eastern part of the city. The unit is led by a Head of Unit.

The Eastern Regional Unit's teams are the Itäkeskus Swimming Hall team, the Kontula regional team, the Latokartano regional team, the Liikuntamyly team and the Myllypuro regional team. The teams are responsible for customer service, care and maintenance in their sports facilities. Each team is led by a team leader. In addition, the area includes a team supervisor, who also manages one of the region's seasonal teams.

The Western Regional Unit is responsible for sports facilities in the western part of the city. The unit is led by a Head of Unit.

The teams of the Western Regional Unit are the Käpylä Regional team, the Töölö Regional team, the Töölö Sports Hall team, the Jätkäsaari Regional team, and the Yrjönkatu and Kumpula teams. The responsibility of the teams is to ensure customer service, care and maintenance in their respective sports facilities. Each team is led by a team leader. In addition, the area includes a team supervisor, who also manages one of the region's seasonal teams.

The Northern Regional Unit is responsible for sports facilities in the northern part of the city.



The unit is led by a Head of Unit.

The teams of the Northern Regional Unit are the Oulunkylä Regional team, the Pirkkola Sports Park team, the Pukinmäki Regional team and the Tali Regional team. The teams are responsible for customer service, care and maintenance in their sports facilities. Each team is led by a team leader. In addition, the area includes a team supervisor, who also manages one of the region's seasonal teams.

The Käpylä, Myllypuro, Pukinmäki, Yrjönkatu and Kumpula, and Töölö Regional Teams operate sub-teams that are referred to as the seasonal teams. The seasonal teams are tasked with assisting in the customer service, management and maintenance of sports facilities. Seasonal teams are led by individually appointed team supervisors.

### 3.3.3 Outdoor Services

Outdoor Services is responsible for developing and maintaining the city's network of outdoor activities on land and sea. Outdoor Services is managed by a Head of Service. The Head of Service performs the tasks prescribed by the Sports Director.

The Recreation Services unit is responsible for maintaining local exercise and outdoor recreation areas, outdoor trails, tracks, beaches, winter swimming sites, as well as outdoor and camping areas. The unit is led by a Head of Unit. The teams of the Recreation Services unit are the recreation team, outdoor areas and camping team, as well as the outdoor routes team.

The recreation team is responsible for the maintenance and safety of official beaches, swimming sites and winter swimming sites, as well as the maintenance of unmanned fields managed by the Sports Services Unit. The team is led by a team leader.

The recreation team includes sub-teams, which are called seasonal teams. The seasonal teams are responsible for assisting with the maintenance of public beaches and swimming facilities and for the maintenance of unmanned sports fields under the Sports Services Unit. Seasonal teams are led by individually appointed team supervisors. The team also has one Team Supervisor who is shared with the outdoor trails team (fixed term for 2025).

The outdoor areas and camping team is responsible for the maintenance of the Rastila campsite and other campsites and outdoor areas managed by the Sports Services Unit (except the Talosaari outdoor area), as well as the maintenance of the beaches and swimming sites outside the city limits and the sports routes managed by the Sports Services Unit. The team is led by a team leader.

The outdoor areas and camping team includes sub-teams called seasonal teams. The task of the seasonal teams is to assist in the operation of the summertime campsite and outdoor areas. Additionally, the seasonal teams have a Team Supervisor (fixed term for 2025).

The outdoor trails team is responsible for the maintenance of ski tracks, outdoor trails, travel skating tracks, outdoor exercise points and horse riding routes managed by the Sports Services Unit. In addition, the team is responsible for the maintenance of the Talosaari outdoor area. The team is led by a team leader. The team also has one Team Supervisor who is shared with the recreation team (fixed term for 2025).

The Maritime Services unit is responsible for boating, water transport, outdoor islands and fishing. The unit is led by a Head of Unit.

The Eastern Boating team is responsible for the maintenance of marinas and winter storage places for boats on the eastern side of the city. The team is led by a team leader.

The Western Boating team is responsible for the maintenance of marinas and winter storage places for boats on the west side of the city. The team is led by a team leader.

The Other Maritime Activities team is responsible for the maintenance of the recreational islands managed by the Sports Services Unit and the boat routes under its responsibility, as well as for the organisation of water transport and fishing activities. The team is led by a team leader.

The Other Maritime Activities team has sub-teams called seasonal teams. The seasonal teams are tasked with assisting in summertime recreational island activities. Seasonal teams are led by individually appointed team supervisors.

The Maintenance Unit is responsible for the maintenance support functions of the sports facilities, building technology, transport and maintenance of the equipment. Additionally, the unit supports the Sports Services Unit in implementing parts of its environmental programme and handles equipment and machine-related qualifications. The unit is led by a Head of Unit.

The Building Technology team takes care of the expert and maintenance tasks of the building and equipment

technology of the buildings managed by the Sports Services Unit. The team is led by a team leader. The team also includes two Team Supervisors for the sub-teams (fixed term for 2025).

The Logistics team takes care of the internal and external transportation of the Sports Services Unit, the maintenance of machines and equipment, and is responsible for the storage areas of the Sports Services Unit. The team is led by a team leader.

The Maintenance team maintains and repairs the properties of the Sports Services Unit and is responsible for the operation of the Sports Services Unit's workshops. The team is led by a team leader.

### 3.4 Youth Services Unit

The Youth Services Unit takes care of youth work and youth policy. (Chapter 4, Section 7 of the Administrative Regulations)

Youth Services Unit:

- Promotes the agency of young adults
- Works with communities and youth groups
- Inspires young adults to influence and engage in voluntary activities, and
- Represents the interests of young adults and influences the living conditions of youth.

The Youth Services Unit is led by the Director of Youth Affairs. The Director of Youth Affairs is responsible for the multidisciplinary cooperation in youth services required by the Youth Act.

The Director of Youth Affairs performs the tasks assigned by the Head of the Culture and Leisure Division. (Chapter 5, Section 8 of the Administrative Regulations)

The Youth Services Unit includes three services: eastern youth work, western youth work and northern youth work. (Joja 7 November 2016, Section 82)

In addition to the unit's services, the Director of Youth Affairs also manages the Partnerships Unit. The Partnerships Unit promotes the operating conditions and partnership activities of youth organisations, promotes civic organisations and youth groups and prepares youth grants. The Partnerships Unit is managed by a Head of Unit.

#### 3.4.1 Eastern Youth Work

Eastern Youth Work is led by an Area Manager. The Area Manager performs the tasks assigned by the Director of Youth Affairs.

Eastern Youth Work handles youth work in the eastern and northeastern parts of the city. Eastern Youth Work is led by an Area Manager. The Area Manager has official responsibility for the operation of the Helsinki Youth Council. The Area Manager performs the tasks assigned by the Director of Youth Affairs.

The units of Eastern youth work are the Southeast Youth Work Unit, the Kontula Youth Work Unit, the Itäkeskus Youth Work Unit, the Vuosaari Youth Work Unit, the School and Institution Youth Work Project, the Partnerships Unit and the Environmental Activities Youth Work Unit.

The Southeast Youth Work Unit is responsible for youth work in their respective area. The unit is led by a Head of Unit.

The Southeast Youth Team is responsible for youth centre activities in their respective area. The team is led by a team leader.

The Kontula Youth Work Unit is responsible for youth work in their respective area. The unit is led by a Head of Unit.

The Kontula Youth Team is responsible for youth centre activities in their respective area. The team is led by a team leader.

The Itäkeskus Youth Work Unit is responsible for youth work in their respective area. The unit is led by a Head of Unit.

The Eastern Youth team is responsible for youth centre activities in their area. The team is led by a team leader.

The Vuosaari Youth Work Unit is responsible for youth work and youth centre activities in their respective area. The unit is led by a Head of Unit.

The Vuosaari Youth team is responsible for youth centre activities in their area. The team is led by a team leader.

The School and Institution Youth Work unit is responsible for youth work at schools and institutions in the entire city. The unit is led by a Head of Unit.

The School and Institution Youth Work team is responsible for youth work at upper secondary level schools in the entire city. The team is led by a team leader.

The Environmental Activities Youth Work Unit supports youth-employed environmental and nature education,

enables young adults to experience environmental, adventure and camp activities, increases young people's voluntary activities for the environment, as well as environmental awareness among young people. The unit is led by a Head of Unit.

The Bengtsår camping island team is responsible for activities at the camping island. The team is led by a camp manager.

The Environmental Youth Work team is responsible for the guided environmental activities of youth services. The team is led by a team leader.

### 3.4.2 Western Youth Work

Western Youth Work is led by an Area Manager. The western Area Manager also acts as the official responsible for the implementation of outreach youth work and the implementation of the Finnish model for leisure activities. The Area Manager performs the tasks assigned by the Director of Youth Affairs.

The units of Western Youth Work are the Southern Youth Work Unit, the Kaarela Youth Work Unit, the Munkkiniemi Youth Work Unit, the Helsingfors svenska ungdomsarbetsenhet, the Event Unit and the Youth Outreach Unit.

The Southern Youth Work Unit is responsible for youth work in their respective area. The unit is led by a Head of Unit.

The Southern Youth Team is responsible for youth centre activities in their respective area. The team is led by a team leader.

The Detached Youth Work team is responsible for detached youth work throughout the city. The team is led by a team leader.

The Kaarela Youth Work Unit is responsible for youth work in their respective area. The unit is led by a Head of Unit.

The Kaarela Youth Team is responsible for youth centre activities in their respective area. The team is led by a team leader.

The Munkkiniemi Youth Work Unit is responsible for youth work in their respective area. The unit is led by a Head of Unit.

The Munkkiniemi Youth Team is responsible for youth centre activities in their respective area. The team is led by a team leader.

Helsingfors svenska ungdomsarbetsenhet is responsible for Swedish-speaking youth work throughout the city area and enables civic activities. The unit is led by a Head of Unit.

Helsingfors Svenska Ungdomsarbetsenhet is responsible for the operations of the Swedish-speaking youth centres. The team is led by a team leader (teamchef).

The Event Unit enables and supports events and productions among young people and promotes youth employment. The unit is led by a Head of Unit.

The Performance team is responsible for event technology. The team is led by a team leader.

The Youth Outreach Unit is responsible for outreach youth work and youth work at Ohjaamo. Provisions on outreach youth work are laid down in sections 10–12 of the Youth Act. The unit is led by a Head of Unit.

### 3.4.3 Northern Youth Work

Northern Youth Work is led by an Area Manager. The Area Manager performs the tasks assigned by the Director of Youth Affairs.

The Northern Youth Work units are the Northeast Youth Work Unit, the Malmi Youth Work Unit, the Maunula Youth Work Unit, the Pasila Youth Work Unit and the Viikki Youth Work Unit.

The Northeast Youth Work Unit is responsible for youth work and youth centre activities in their respective area. The Northeast Youth Work Unit is led by the Head of Unit.

The Northeast Youth Team is responsible for youth centre activities in their respective area. The team is led by a team leader.

The Business Team for Youth Work is responsible for the business activities of Youth Services. The team is led by a team leader.

The Malmi Youth Work Unit is responsible for youth work and youth centre activities in their respective area. The Malmi Youth Work Unit is led by the Head of Unit.

The Malmi Youth Team is responsible for youth centre activities in their respective area. The team is led by a team leader.

The Fallkulla Domestic Animal Farm team is responsible for the operation of the livestock farm as part of the area's youth work. The team is led by a foreman.

The Maunula Youth Work Unit is responsible for youth work and youth centre activities in their respective area.

The Maunula Youth Work Unit is led by the Head of Unit.

The Maunula Youth Team is responsible for youth centre activities in their respective area. The team is led by a team leader.

The Pasila Youth Work Unit is responsible for youth work and youth centre activities in their respective area.

The Pasila Youth Work Unit is led by the Head of Unit.

The Pasila Youth Team is responsible for youth centre activities in their respective area. The team is led by a team leader.

The Viikki Youth Work Unit is responsible for youth work and youth centre activities in their respective area. The Viikki Youth Work Unit is led by the Head of Unit.

The Viikki Youth Team is responsible for youth centre activities in their respective area. The team is led by a team leader.

### 3.5 The Division's Shared Services

In addition to units, the Division has shared services under the Head of Division. The joint services of the Division take care of the shared services managed centrally in the Division. (Chapter 4, Section 9 of the Administrative Regulations)

The Culture and Leisure Division's shared services are managed by the Director of Shared Services. The Director of Shared Services performs the tasks assigned by the Director of the Culture and Leisure Division. (Chapter 5, Section 8 of the Administrative Regulations)

The Division's shared services include administrative services, personnel services, development and digitalisation services, financial and planning services, and communications and marketing services, as well as the Centralised Well-being Promotion Unit.

#### 3.5.1 Administrative Services

Administrative services are responsible for services related to general administration, decision-making and legal advice in the division, the production of office services as well as support for procurements. In addition, administrative services are responsible for promoting occupational health, security and risk management in the division. The service is managed by the Administrative Manager. The Head of Service performs the tasks assigned by the Director of Shared Services.

The Decision Support Unit is responsible for supporting the decision-making of the institutions and management, coordination of case management, joint preparation, archival activities and contract management, legal and contract advice, as well as steering procurement and managing competitive tendering. In addition, the unit is responsible for coordinating and supporting the division's internal control and risk management, privacy protection, occupational safety and health, as well as the Division's safety and security. The unit is also responsible for promoting readiness and matters related to readiness. The unit is led by a Head of Unit.

The General Office Services Unit is responsible for secretarial and executive assistant services, the provision of general office services and other administrative support tasks. The Unit also provides the entrance hall services at Fredriksberg and leads the Fredriksberg building committee. The unit is managed by an Office Service Manager.

#### 3.5.2 HR Services

HR Services is responsible for the preparation of the Division's personnel policy, proactive personnel planning, and support of personnel issues for management and supervisors.

In addition, HR Services is responsible for the practical implementation of strategic HR projects in the Division and for supporting employer activities and cooperation, competence development, remuneration, well-being at work and recruitment in the Division. The service is managed by an HR Manager. The Head of Service performs the tasks assigned by the Director of Shared Services.

The Employer Services Unit is responsible for the tasks that relate to personnel remuneration and salary, performance management, interventions, participation and cooperation, collective agreements and labour law. The unit is headed by an Employment Relationship Manager.

#### 3.5.3 Development and Digitalisation Services

In the division, Development and Digitalisation Services is responsible for the division's strategic change projects, part of the division's city-wide development, the implementation of division's development projects, the

promotion of digitalisation, and the procurement, maintenance and support of division-specific ICT solutions. In addition, Development and Digitalisation Services is responsible for data security and the overall data architecture of the division. The service is managed by a Head of Unit. The Head of Unit performs the tasks assigned by the Director of Shared Services.

The Development Unit is responsible for the division's strategic change projects and the related city-wide development, coordination of the division's portfolio of strategic projects and developing the division's large-scale project management. In addition, the Unit supports the service areas in managing their project portfolios and produces division-wide development support services. The unit is headed by a Head of Unit.

The Digitalisation Development Unit supports the development of new digital services, is responsible for the technical platforms for digital service development, manages the division's shared data management platforms, digitalisation projects and ICT development portfolio. In addition, the unit is responsible for data security and the overall data architecture of the division, as well as its technology and information system policy. The unit is led by an ICT Development Manager.

The Digital Services Unit is responsible for the maintenance, further development and support of division-specific ICT services, applications, systems and devices as well as supplier cooperation. The unit participates in the division's digitalisation projects. The unit is responsible for acquiring services for the city-level digital foundation and coordinates ICT service purchases for the division as a whole. The unit is managed by the ICT Service Manager.

#### 3.5.4 Financial and Planning Services

Financial and Planning Services is responsible for the strategic planning of the division, financial and operational planning and facility services. The service is managed by the Head of Finance and Planning. The Head of Service performs the tasks assigned by the Director of Shared Services.

The Planning Unit is responsible for the support and development of the Division's operational planning, supporting management's strategic and knowledge-based leadership, and the information and research services of the division in accordance with the city strategy. The unit is led by a Director of Planning.

The Financial Services Unit is responsible for financial planning and accounting and reporting services. The unit is responsible for support, coordination and supervision tasks of finances, such as price list work, monetary, payment and accounting services. In addition, the unit is responsible for the efficiency of the division's financial management and economy and supports the division's supervisors and staff in financial management matters. The unit is managed by the CFO.

The Facility Services Unit is responsible for steering and supporting the planning of facilities projects, contributing to the development of the service network, monitoring city-level land use and zoning, and participating in the preparation of formulas on part of its own division. In addition, the unit leases facilities for the division, maintains facility records and handles expert services in matters regarding the environment. The unit is managed by the Facility Services Manager.

#### 3.5.5 Communication and Marketing Services

Communication and Marketing Services manages the division's strategic communications, marketing, brand management and support for participation and service design. In addition, the services are responsible for the user-friendliness of the city's online communication channels and content design. The service is managed by the Head of Communications and Marketing. The Head of Service performs the tasks assigned by the Director of Shared Services.

The Marketing Unit is responsible for the division's marketing, advertising, graphic design and brand management. The unit is headed by a Marketing Manager.

The Communications Unit is responsible for the division's external and internal communications, disruption and crisis communications, decision-making communications, as well as media and other public relations. The unit is headed by a Communications Manager.

The Participation and Online Communications Unit is responsible for the development support of the division's participation and engagement, service design and the customer experience. In addition, the unit supports the user-friendliness of the city's online communication channels and content design. The unit is led by a Head of Unit.

#### 3.5.6 Well-being Services

Well-being Services coordinates city-level preventive substance abuse services as well as the development and organisation of city-level volunteer activities. In addition, the services share responsibility for the preparation,

coordination and monitoring of city-level promotion of health and well-being as well as related expertise and support for services and management in the division. In addition, the services are responsible for the development support of the non-discrimination and equality in the division's resident services and coordinating integration and anti-segregation efforts. The service is also responsible for promoting the rights of children and the older population's right to participate in the division. In addition, the services are responsible for other assignments and development related to resident well-being and non-discrimination programmes. The services are managed by the Head of Well-being Promotion. The Head of Service performs the tasks assigned by the Director of Shared Services.

The Well-being and Volunteer Activities Unit is responsible for regional and network cooperation to promote well-being, campaign and influence work to promote well-being as well as the development of know-how. In addition, the unit is responsible for developing and organising city-level volunteer activities. The unit is led by a Head of Unit.

## 4 Deputies

If the Head of Division is indisposed, their duties are managed by an officeholder designated by the Divisional Committee. If the Head of Division and the Director of Shared Services are indisposed, their duties are managed by an officeholder appointed by the Head of Division. (Chapter 5, Section 10 of the Administrative Regulations).

The deputy head of the Library Services Unit acts in the order of entry:

1. Director of Area Library Services
2. Director of the Central Library
3. Director of Shared Services

The deputy head of the Culture Unit acts in the order of entry:

1. Director of the Cultural Services and Support function
2. Director of the Helsinki City Museum
3. Director of the Cultural Centres function

The deputy head of the Sports Services Unit acts in the order of entry:

1. Head of Sports Facilities
2. Head of Outdoor Services
3. Head of Sports Services

The deputy head of the Youth Services Unit acts in the order of entry:

1. Eastern Youth Work Area Manager
2. Northern Youth Work Area Manager
- 3rd Western Youth Work Area Manager

The deputy Director of Shared Services acts in the order of entry:

1. Director of Finance and Planning
2. Administrative Manager
3. Human Resources Manager

In the case of official decisions falling within the competence of the Director of Shared Services, the following shall act in the order of entry:

1. Sports Director
2. Director of Youth Affairs
3. Director of Library Services

The directors of service areas decide on the deputy arrangements of the directors of services. The directors of services decide on the deputy arrangements of the units' supervisors.

The unit supervisors decide on the deputy arrangements of other supervisors.

## 5 Eligibility Requirements and Admission

The eligibility requirements of the Head of Division include a higher university degree, experience in managerial duties, and excellent oral and written skills in Finnish and satisfactory oral and written skills in Swedish.

(Chapter 23, Section 1 of the Administrative Regulations)

The eligibility requirements of the Head of Unit include a higher university degree, experience in managerial duties, and excellent oral and written skills in Finnish and satisfactory oral and written skills in Swedish. If the matters of the unit are handled by a body whose minutes are written in Swedish, the language proficiency requirement includes excellent oral and written proficiency in Swedish and satisfactory proficiency in Finnish. In addition, it is necessary to take into account what has been separately stipulated in the eligibility requirements.

(Chapter 23, Section 1 of the Administrative Regulations)

Qualifications required from other employees are determined by the person making the selection, who considers the specific requirements stipulated for this. (Chapter 23, Section 1 of the Administrative Regulations)

The City Council decides on the appointment of the Head of Division.

(Chapter 7, Section 1 of the Administrative Regulations)

The City Board decides on the appointment of the Head of Unit. (Chapter 8, Section 1 of the Administrative Regulations)

The Division Board decides on the appointment of the direct subordinate of the Head of Division and the division's Director of Shared Services. (Chapter 10, Section 1 of the Administrative Regulations)

The Head of Division decides on the employment of the Heads of Shared Services in the Division. (Chapter 14, Section 1 of the Administrative Regulations).

The recruitment of other personnel to a post or employment relationship is decided as part of the delegation decision on personnel decision-making. (Human Resources Delegation Decision 30 May 2017, Section 13)

## 6 Management Groups

### 6.1 Division Management Group

The division's Management Group includes the Head of Division operating as the Chairperson, the Director of Shared Services, the Director of Library Services, the Director of Culture, the Director of Sports, the Director of Youth Affairs, a representative of the City Executive Office and a representative of the staff. The Chairperson shall appoint a Secretary for the management group. Experts are invited to the meetings, if necessary. The city's co-determination agreement is complied with in the representation of personnel.

### 6.2 Management Group of Shared Services

The division's Shared Services Management Group includes the Director of Shared Services operating as the Chairperson, the Administrative Manager, the Human Resources Manager, the Development and Digitalisation Manager, the Head of the Centralised Wellbeing Services Unit, the Head of Finance and Planning, as well as the Head of Communications and Marketing. The Chairperson shall appoint a Secretary for the management group. Experts are invited to the meetings, if necessary. The management group's permanent experts are the senior controller and the administration's HR partner. The city's co-determination agreement is complied with in the representation of personnel.

### 6.3 Management Group of the Library Unit

The management group of the City Library includes the Director of Library Services operating as the Chairperson, the Director of Area Library Services, the Director of the Central Library, the Development Manager, the Director of Shared Services, and one library representative from the region. A representative of another unit in the division may be invited as a member of the management group. Experts are invited to the meetings, if necessary. The city's co-determination agreement is complied with in the representation of personnel.

### 6.4 Management Group of the Culture Unit

The management group of the Culture Unit includes the Culture Director operating as the Chairperson, the Museum Director, the Chief Curator, the Head of Cultural Support and the Head of Cultural Centres. A representative of another unit may be invited as a member of the management group. The Chairperson shall appoint a Secretary for the management group. Experts are invited to the meetings, if necessary. The city's co-

determination agreement is complied with in the representation of personnel.

#### 6.4.1. Management Group of the Helsinki City Museum

The management group of the Helsinki City Museum includes the Museum Director operating as the Chairperson, the Research Director, the Head of Audience Services, the Chief Curator of the Item Collections, the Head of Cultural Environments, the Chief Curator of the Image Collections, the team supervisor of the Customer Interaction and Sales team, the team supervisor of the Exhibitions and Programming team, and the team supervisor of the Learning and Wellbeing Services team. A representative of another unit in the division may be invited as a member of the management group. Experts are invited to the meetings, if necessary. The city's co-determination agreement is complied with in the representation of personnel.

#### 6.4.2 Helsinki Philharmonic Orchestra Management Group

The management group of the Helsinki Philharmonic Orchestra consists of the Chief Curator operating as the Chairperson, the 2nd Chief Curator, the Orchestra Leader and the Head of Communications and Marketing. A representative of another unit may be invited as a member of the management group. The Chairperson shall appoint a Secretary for the management group. Experts are invited to the meetings, if necessary. The city's co-determination agreement is complied with in the representation of personnel.

#### 6.4.3. The Cultural Centres and Support function Management Group

The management group of the Cultural Services and Support function includes the Director of the Cultural Centres and Support function operating as the Chairperson, the Director of Annantalo, the Director of the Caisa Cultural Centre, and the Head of Partnerships. A representative of another unit may be invited as a member of the management group. The Chairperson shall appoint a Secretary for the management group. Experts are invited to the meetings, if necessary. The city's co-determination agreement is complied with in the representation of personnel.

#### 6.4.4 Management team of the Cultural Centres and Support function

The management team of the Cultural Centres and Support function consists of the Director of Cultural Centres as the chairperson and the directors of Kanneltalo, Malmitalo, Savoy Theatre, Stoa and Vuotalo. A representative of another unit may be invited as a member of the management group. The Chairperson shall appoint a Secretary for the management group. Experts are invited to the meetings, if necessary. The city's co-determination agreement is complied with in the representation of personnel.

### 6.5 Sports Unit Management Group

The management group of the Sports Services Unit includes the Sports Director operating as the chairperson, the Head of Sports Services, the Head of Sports Facilities and the Head of Outdoor Services. A representative of another unit may be invited as a member of the management group. The Chairperson shall appoint a Secretary for the management group. Experts are invited to the meetings, if necessary. The city's co-determination agreement is complied with in the representation of personnel.

### 6.6 Youth Unit Management Group

The management group of the Youth Services Unit includes the Director of Youth Affairs operating as the Chairperson, as well as the Area Managers of Eastern, Western and Northern Youth Work, and the Head of Partnerships. In addition, a representative of another service area may be invited to be a permanent member of the management group. The Chairperson shall appoint a Secretary for the management group. Experts are invited to the meetings, if necessary. The city's co-determination agreement is complied with in the representation of personnel.

## 7 Rapporteurs

An officeholder who acts as a rapporteur in accordance with the Administrative Regulations may delegate the rapporteur task to a subordinate officeholder. (Chapter 19, Section 1 of the Administrative Regulations).

### 7.1. Rapporteurs in the Chair of the Culture and Leisure Committee



The Head of Division of the Culture and Leisure Division acts as a rapporteur at the meetings of the Culture and Leisure Committee and its sub-committees in matters pertaining to the entire division and two or more service areas. In other matters, the rapporteur for the Culture and Leisure Committee shall be:

- The Culture Director in matters pertaining to the Culture Unit
- The Director of Library Services in matters pertaining to the Library Services Unit
- The Sports Director in matters pertaining to the Sports Services Unit
- The Director of Youth Affairs in matters pertaining to the Youth Services Unit
- The Director of Shared Services in matters pertaining to the Culture and Leisure Division's Shared Services and administrative matters

## 7.2. Rapporteurs in the Culture and Library Units

In the division's Culture and Library Units, the rapporteur is:

- The Culture Director for the Culture Unit and for matters belonging to two or more services, as well as for matters shared by the Culture and Library Services Units
- The Director of Library Services in matters pertaining to the Library Services Unit
- The Museum Director in matters pertaining to the Helsinki City Museum
- The Chief Curator for matters related to the Helsinki Philharmonic Orchestra
- The Director of the Cultural Services and Support function in matters pertaining to the Cultural Services and Support
- The Head of Cultural Centres in matters pertaining to the Cultural Centres function

## 7.3. Rapporteurs in the Sports Unit

In the Sports Unit, the rapporteur is:

- The Sports Director for the entire Sports Services Unit, as well as for matters pertaining to two or more services
- The Head of Sports Services in matters pertaining to the Sports Activation Unit
- The Head of Sports Facilities in matters pertaining to the Sports Facilities function
- The Head of Outdoor Services in matters pertaining to the Outdoor Services function

## 7.4. Rapporteurs in the Youth Unit

In the division's Youth Unit, the rapporteur is:

- The Director of Youth Affairs for the entire Youth Services Unit, as well as for matters pertaining to two or more services
- The Area Manager for matters pertaining to Eastern Youth Work
- The Area Manager for matters pertaining to Western Youth Work
- The Area Manager for matters pertaining to Northern Youth Work

# 8 Decision-making on certain other matters

## 8.1 Financial decision-making

The Head of Division decides on the persons entitled to approve invoices, payment orders and memorandum receipts and on the organisation of the approval procedure. (Chapter 14, Section 1 of the Administrative Regulations, Tja 30 May 2017, Section 12)

The Head of Division decides or approves the grounds and limits according to which the official decides to accept property donated or bequeathed to the city and assigned to the division, as long as the value does not exceed EUR 100,000 (Chapter 14, Section 1 of the Administrative Regulations). The head of the service area decides on the matters in terms of the service area they manage, as long as the value does not exceed EUR 20,000.

The Head of Division decides on the grounds and limits according to which the official decides on compensation for damage when the city is liable in matters concerning the division, or when compensation for damage is

considered reasonable (Chapter 14, Section 1 of the Administrative Regulations). The head of the service area decides on the matter if the amount of the claim for damages does not exceed EUR 10,000.

The Head of Service signs documents concerning local business cooperation or sponsorship, if they relate to one calendar year and their monetary value does not exceed EUR 20,000.

## 8.2 Decision-making in Procurement Matters

The Division Board decides or approves the criteria and limits according to which the authority decides on acquisitions with the exception of shares (Chapter 10, Section 1 of the Administrative Rules, Joja 22 May 2017, Section 16). In addition, decisions may be made on the procurements of those in the position, granting rights to make procurements on behalf of the official.

## 8.3 Decision-making in Personnel-related Matters

The Head of Division decides on the delegation of HR's decision-making in the Culture and Leisure Division. (Chapter 14, Section 1 of the Administrative Regulations, Tja 30 May 2017, Section 13)

## 8.4 Decision-making in Matters Concerning Research Permits

The head of the service area approves the research permits for the service area. Research Permits for a division or for more than one service area are approved by the Director of Shared Services. Research permits for the Helsinki City Museum's collection materials are approved by the Head of the Helsinki City Museum's Cultural Heritage Unit.

## 8.5 Decision-making on Requests for Information and Facility Booking

In accordance with section 14 of the Act on the Openness of Government Activities, the decision-making power to issue a document is exercised by the head of the service area with regard to their own area and the Director of Shared Services with regard to the division's shared services. If the matter pertains to more than one of the above, such authority to decide on access is exercised by the Head of Division. (Photo of the Committee on 31 October 2023, section 152).

The decision to cancel a booking for a facility is made by the Head of Service, unless it is a normal cancellation of a booking based on the terms and conditions of the agreement, in which case the cancellation can be performed by the staff managing the reservation booking system.

# 9 Personnel Committee and Cooperation

With regard to the Personnel Committee, the City of Helsinki's co-operation agreement and its application guidelines are applied.

# 10 Planning and Development of the Division

The Division implements the city's principles of inclusion and interaction. (Chapter 27, Sections 1–4 of the Administrative Regulations)

# 11. General Administrative Regulations

## 11.1 Signing of Documents

The Head of Division signs the documents referred to in Chapter 24, Section 1, Subsection 4 of the Administrative Regulations concerning the division or more than one service area (without taking into account the provisions in Chapter 24, Section 1, Subsection 2 or the Administrative Regulations).

The Head of Unit signs the documents referred to in Chapter 24, Section 1, Subsection 4 of the Administrative Regulations concerning the unit and the Director of Shared Services shall sign the documents concerning the Shared Services of the division (without taking into account the provisions of Chapter 24, Section 1, Subsection 2 of the Administrative Regulations).

The Head of Service signs the service-related documents referred to in Chapter 24, Section 1, Subsection 4 of the Administrative Regulations and decides on the signing of the letters concerning the units operating under the service referred to in Chapter 24, Section 1, Subsection 4.

Ordinary letters and other documents are signed by their author.

## 11.2 Use of Speech

Unless the Division Board decides otherwise in an individual case, the Director of Shared Services shall exercise the city's right to speak in appeals against decisions of the Division Board, its sub-committees and officials, if they agree with the decision appealed against.

## 11.3 Deciding on Opening Hours

The Head of Division decides on the common opening hours of the operating units concerning more than one service area (Chapter 17, Section 5 of the Administrative Regulations). The opening hours of the operating units of each service are decided by the Head of Service.

## 11.4 Applying for Regulatory Approval

The head of the service area decides on the application for an official permit for the service area, without taking into account the provisions of Chapter 24, Section 1, Subsection 2 of the Administrative Regulations.

## 11.5 Internal Monitoring, Risk Management, Contract Management and Security Management

The responsibilities and principles of the division's internal control, risk management and contract management are decided in the description of internal control and risk management. (Chapter 10, Section 1, Clause 7 of the Administrative Regulations)

The principles and responsibilities of the division's security management are decided in the security management description.



Culture and Leisure Division RULES  
OF OPERATION