

UNIVERSITY OF PISA

My Daily Job

Daniele

Roberti

My Professional Context

CONTRACT & DIRECTORATE

I have been working at the **University of Pisa** as an Administrative Officer since August 28th, 2023.

I hold a fixed-term contract ending on August 27th, 2026, with the aspiration of securing a permanent position through the ranking list.

Currently based in the **Procurement, Contracts and Logistics Directorate**.

DUAL STRATEGIC ASSIGNMENT

My work is split equally to support two key functional units:



50% Allocation: Insurance, Telephony, Bar and Vending Machines Unit



50% Allocation: University Sustainability Unit

FUNCTIONAL UNIT 1

Insurance, Telephony, Bar and Vending Machines Unit

Under the leadership of Head of Unit: Dr. Davide Arduini

Insurance, Telephony, Bar and Vending Machines Unit (1/3)



Insurance Affairs

I assist my Head and colleagues with accounting, paying insurance premiums, making payments to INAIL, and processing insurance refund claims through dedicated University management software.



Telephony

I managed telephony service administrative tasks as part of my active portfolio until January 2025. This responsibility is no longer part of my current daily duties.



Vehicle Fleet

I assist in monitoring the central administration fleet, managing motor vehicle taxes, insurance certificates, inspections, penalties, fuel cards, and highway toll logistics (Telepass).

Insurance, Telephony, Bar and Vending Machines Unit (2/3)

Bars, Vending Machines and Water Dispensers

I manage the concession contract for **143 vending machines** and **66 water dispensers** university-wide, liaising daily with reception desks to resolve breakdowns and while verifying chemical-physical analyses for water safety.

Additionally, I assist in monitoring concession contracts for campus bars to ensure fair pricing, proper hours, and high quality.



Guesthouse "Le Benedettine"



In February 2026, I was appointed **Operations Manager** for the hospitality services concession at the University's guesthouse, *Residence "Le Benedettine"*.

My role involves monitoring overall service quality, ensuring contract compliance, assessing building maintenance needs, keeping inventory of assets, and processing concession fees and utility reimbursements.

FUNCTIONAL UNIT 2

Sustainability Unit

Under the leadership of Head of Unit: Dr. Fabiana Campanella

Mobility Management Support

I support the setup and administration of commuter agreements to incentivize sustainable transport alternatives for our student body and staff.

This includes front-office assistance, invoice processing, preparing materials for the Board of Directors, and administering the annual parking space allocation calls for main university hubs.



Financial & Budget Management

BUDGETING FLOWS

I assist in the financial management of the Sustainable Development Commission's operational budget.

This involves tracking expenditures for eco-friendly purchases and accounting for revenues such as external public and private funds.

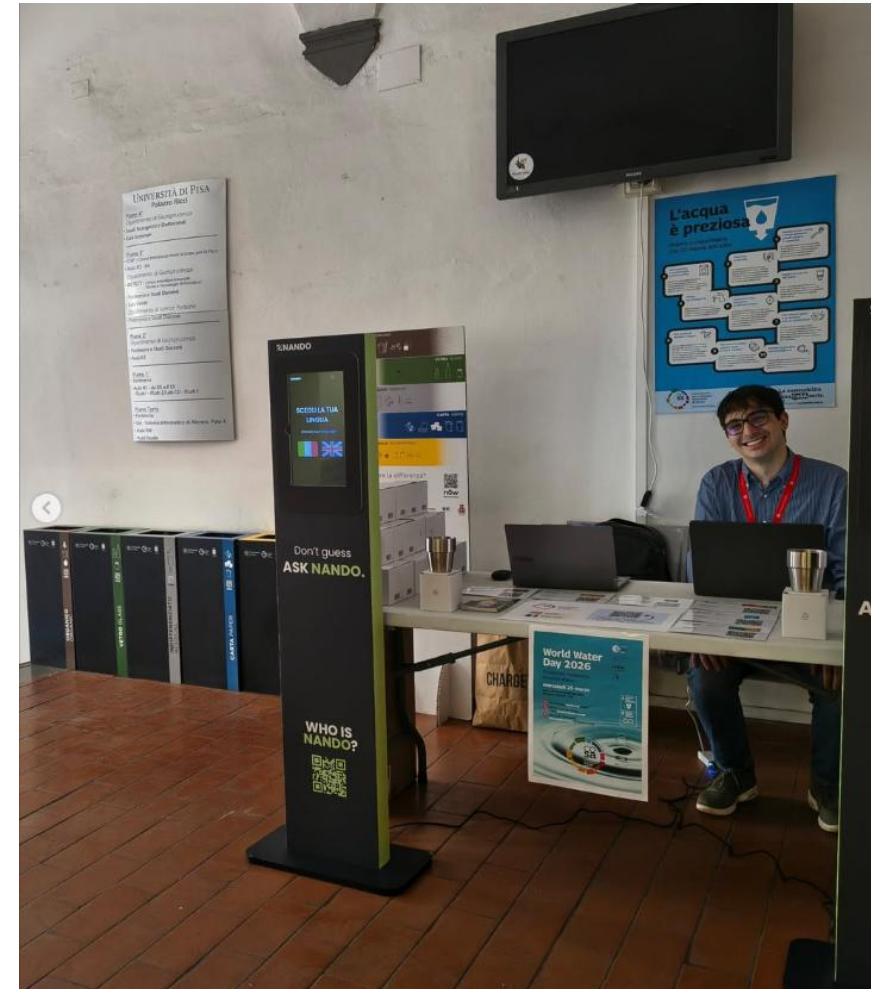
E-PROCUREMENT

I handle administrative purchasing pathways using standard public e-procurement platforms.

My duties cover the entire procurement workflow: requesting initial quotes, generating purchase orders, and handling final invoicing.

Sustainability Initiatives

- 💧 **World Water Day:** Managing the logistical coordination and the eco-friendly reusable water bottle distribution.
- 🗑️ **NOW Project:** Operational support for "Nearly Zero Waste," optimizing waste separation programs across campuses.
- 🌱 **SDGs & 2030 Agenda Course:** Acting as the administrative contact point for issuing educational Open Badges to students.
- 🚲 **Bike 2 Work:** Supporting active programs designed to promote cycling and low-carbon commutes for employees.



Key Contacts

Vending Machine & Water Dispensers	<u>distributori.erogatori@unipi.it</u>
Le Benedettine Guesthouse	<u>benedettine@unipi.it</u> (NOT FOR ROOM BOOKING)
Mobility Agreements	<u>mobility@unipi.it</u>

Thank You!

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