**Resource Planner – School of Healthcare and Nursing**

**Job Purpose**

You will ensure that the resourcing needs for all programmes are identified and managed appropriately using BPP's resourcing processes.

Creating and maintaining key relationships with both internal and external stakeholders, you will plan and ensure that all classes are covered with appropriate staff, creating schedule and planners, as well as reviewing future planning needs and resourcing gaps with the Resourcing Manager.

**Key Responsibilities**

* Work with key stakeholders including the programme and faculty management team to identify and resource all programme activity in line with BPP resourcing processes
* Liaise with the central Scheduling Team and ensure all agreed deadlines and information sharing targets are met
* Organise class cover in the event of tutor sickness and other faculty absence
* Review workloads and support the Faculty Manager in relation to faculty holiday requests
* Liaise with the Faculty Managers to ensure fair and appropriate allocation of work
* Pro-actively develop and manage the relationships with faculty
* Work with the scheduling team to schedule the required teaching and related activity
* Work with key stakeholders to allocate resource to business development and outreach activities
* Support with marking resourcing in line with faculty workloads and Faculty Managers
* Work with academic quality team to ensure new module development is resourced and managed within workloads
* Work with the Live online delivery team to manage programme adobe requirements and SLAs
* Process invoices as they arrive and send through to the accounting team
* Triage queries to answer student queries regarding timetables
* Allocate students so timetables are released by the expected deadline

**Skills, experience & qualifications required**

**Essential**

* Self-motivated with a proactive and creative approach to problem solving
* You must be capable of organising, time-management and taking ownership of your workload
* Able to consistently work to a high degree of accuracy and possess exceptional attention to detail
* A clear and professional communicator both verbally and in writing
* A strong working knowledge of Microsoft Office (specifically Word, Excel, Outlook and 365) is essential along with a high level of general digital literacy
* Strong negotiator with experience of managing stakeholder expectations and dealing with difficult conversations
* The ability to work well in a team and be collaborative
* Experience of building and maintaining strong relationships with key internal stakeholders
* Able to work on own initiative without daily supervision
* Agile mind-set with the ability to adapt to last minute changes

**Desirable**

* A good level of education including excellent numeracy and literacy skills and the ability to apply logic
* A professional resource planning qualification
* Experience of working in a resourcing environment
* Experience of working with a resourcing system (e.g. Retain)
* Good knowledge of BPP's products
* Relevant experience of resource planning, ideally in an operational educational environment
* Knowledge of legislation regarding working time regulations, policies, terms and conditions of service and Health and Safety

BPP actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates. BPP will select candidates for interview based on their skills, qualifications and experience. Please note that for those posts that are exempt from the Rehabilitation of Offenders Act 1974, the successful candidate will be required to undertake a DBS check in addition to BPP undertaking any necessary online searches. This is deemed appropriate and necessary from a safeguarding perspective, and in line with BPP’s safer recruitment practices