

**BPP Job Description**

**Job Title Resource Planner (Marking)**

**Department School of Business**

**Location London Hybrid**

**Contract type Full time and permanent Hours of work 37.5 hours per week**

**Job Purpose**

To be responsible for the cost effective and efficient resourcing of all marking activity for BPP Programmes. You will ensure that the marking resourcing needs for all programmes are identified and managed appropriately using BPP’s resourcing system. You will also be responsible for the effective organisation of the school’s operational marking resource demands and for maintaining key relationships with both internal and external stakeholders. Finally, you will be required to handle both professional and business information that is of sensitive and/or confident nature.

**Key Responsibilities**

* Work with Key Stakeholders including the Academic Programme Leads, to identify and resource all marking related programme activity involving faculty and associates through the resourcing system
* Manage the resourcing process for assessment writing
* Collaborate with Faculty Managers to ensure fair and appropriate allocation of work with the workload planning system (Retain)
* Pro-actively develop and manage the relationships with faculty and associate staff
* Organise marking cover in the event of marker sickness and other faculty absence
* Review and authorise/reject Faculty holiday requests
* Work with academic programme and support teams to ensure efficient communication across teams regarding faculty regarding marker changes
* Support the freelance payment claims and faculty overtime payments process
* Work with Faculty training leads to ensure associate and employed faulty receive adequate training
* Assist schools with capacity management analysis to identify growing or reducing resource demands and identify expertise gaps in marking and assessment writing

**Occasional duties may include:**

* Work with academic quality team to ensure new module development is resourced and managed within workloads
* Support the resource planners for (Teaching) during busy periods and cover for annual leave
* Work with the live online delivery team to manage programme adobe requires and SLAs
* Coordinate personal tutor allocations and teaching activity

**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 I writing
* A Strong working knowledge of Microsoft office (specifically work, 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 mindset with the ability to adapt to last minute changes

**Skills, experience & qualifications required – 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 resourcing system (e.g. Retain)
* Good knowledge of BPP 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