

**BPP Job Description**

**Job Title Resource Planner**

**Department Law School**

**Location Home based**

**Additional details N/A**

**Travel requirements (if applicable)**

**Contract type Full time and permanent**

**Hours of work 37.5 hours per week**

**Reporting lines Reporting to: Resource Planning Manager**

**Job Purpose**

To be responsible for the cost effective and efficient resourcing of BPP programmes. You will ensure that the 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 resource demands and for maintaining key relationships with both internal and external stakeholders. You will be managing the allocation of work across a number of programmes . You will be a key liaison point for the Heads of Faculty and Heads of Curriculum. Finally, you will be required to handle both professional and business information that is of a sensitive and/or confidential nature.

**Key Responsibilities**

* Resource specific programmes to include allocation of teaching, marking, drafting, updating and design work across the Law School.
* Work with key stakeholders including to identify and resource all programme and business development activity involving faculty and associates through the resourcing system
* Collaborate with Heads of Faculty to ensure fair and appropriate allocation of work
* Work with the scheduling team to schedule the required teaching and related activity
* Pro-actively develop and manage the relationships with faculty and associate staff
* Organise class cover in the event of tutor sickness and other faculty absence
* Work with academic programme and support teams to ensure efficient communication across teams to students and faculty regarding class/tutor changes
* Coordinate personal tutor allocations and teaching activity
* Support the freelance payment claims and faculty overtime payments process
* Work with Faculty Training leads to ensure associate and employed faculty receive adequate training
* Assist Schools with capacity management analysis to identify growing or reducing resource demands and identify expertise gaps

**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
* Ability to work autonomously here needed - to work on own initiative without daily supervision
* 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
* Agile mind-set 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
* Experience of working in a resourcing or scheduling 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