

**BPP Job Description**

**Job Title Resource Planner**

**Department School of Business**

**Location London Portsoken Street**

**Additional details**

**Travel requirements (if applicable):**

**Contract type Full time and permanent**

**Hours of work 37.5**

**Reporting lines**

**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. 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 programme activity involving faculty and associates through the resourcing system
* Collaborate with the Faculty Managers to ensure fair and appropriate allocation of work
* 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
* 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
* Review and authorise/reject Faculty holiday requests
* 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
* Pro-actively manage student re-sit support provision
* Work with academic quality team to ensure new module development is resources and managed within workloads
* 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
* Work with the live online delivery team to manage programme adobe requires and SLAs

**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 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 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