

# VISH BULDAWOO

**ROLE:** REWARDS & RECOGNITION SPECIALIST

**STREAM:** HR

**STUDIED:** BANKING, FINANCE AND MANAGEMENT



## Monday

Come into the office, check my emails and get myself ready for the week ahead. Prepare for team call to discuss work priorities for the week. In these calls I look for opportunities to get involved in other projects where I might be able to add value. Currently, my main priorities have been to work on bonus plans for senior members of staff and working on the marketing and communications for the company car scheme.

I speak to CSC's company car provider to continue developing relationships and understanding how best to continue with communicating the re-launch of the new car scheme. I take actions from the meeting.

Shadowing and assisting an HR advisor on a transition where CSC will be taking on new employees from a recently won bid. This involves understanding what current contractual benefits these employees are on and how CSC will replicate these benefits or provide alternatives. Any alternatives are described as measures and the employees will need to be consulted.

I meet with the EMEA Compensation & Benefits Director to discuss senior bonus plans, ensuring that we have put them on the appropriate plans with the correct financial metrics.

## Tuesday

Work through any emails. Meet with the Financial Controller in Finance to discuss metrics for bonus plans. Work closely with him to ensure that both HR and Finance are engaged in the process as well as making sure that Finance take responsibility for certain aspects of the bonus plans (i.e. providing the financial information) to maintain the integrity of the bonus plans.

I then work on actions from a meeting with the company car provider. These can range from producing internal reports to liaising with the Marketing department or our recruitment consultants to discuss how best to promote the car scheme.

I then provide market data on an ad hoc basis to assist with potential pay increases or recruitment activity. This market data was produced by me using salary surveys and matching CSC's internal roles to the roles on the online survey providers to give CSC a benchmark.



### **Wednesday**

Look to work on my other projects. For example, I am part of the Oxford Brookes Campus Project Team and have taken on the responsibility of being client facing with the Careers Service Team. I maintain regular contact with the Careers Service team, looking at where CSC can get their name out there to the student community. Recently I have taken part in an assessment centre for Oxford Brookes, recruitment activity for internships, and will be an assessor for their Future Leaders award. I look for opportunities with the Project team to try and stretch our budget as much as we can whilst gaining maximum exposure to Oxford Brookes.

Assist an HR advisor on a performance improvement plan conference call. These calls are designed to monitor how people managers are getting on with their poor performers and if they need any HR assistance throughout the process.

Continue to work on any actions I have been given throughout the week, such as the bonus plans, company car project, or transitions, and then off to college from 2pm till 9pm (studying CIPD – one year in, 18 months to go!).

### **Thursday**

With an HR advisor, I attend to a client site, assisting with the transition of employees. This can involve liaising with the HR team or consulting with employee representatives or the transferring of employees themselves. Again, actions are taken from both sides to work by specific dates.

When back in the office in the afternoon, I tend to catch up on emails and, if I have time, I would work on actions from today's meeting.

### **Friday**

I complete my online timesheet (a priority before midday), then business as usual. It usually quietens down on Fridays, so there's time to catch up on work that needs to be done. I arrange meetings in preparation for next week.