



WORK WITH US

HR Administrator

Recruitment Pack

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About Us

The London Symphony Orchestra believes that extraordinary music should be available to everyone, everywhere – from orchestral fans in the concert hall to first-time listeners all over the world.

The LSO was established in 1904 as one of the first orchestras shaped by its musicians. Since then, generations of remarkable talents have built the LSO's reputation for quality, ambition and a commitment to sharing the joy of music with everyone. The LSO performs some 70 concerts every year as Resident Orchestra at the Barbican, with its family of artists: Chief Conductor Sir Antonio Pappano, Conductor Emeritus Sir Simon Rattle, Principal Guest Conductors Gianandrea Noseda and François-Xavier Roth, Conductor Laureate Michael Tilson Thomas, and Associate Artists Barbara Hannigan and André J Thomas. The LSO has major artistic residencies in Paris, Tokyo and at the Aix-en-Provence Festival, and a growing presence across Australasia.

Through LSO Discovery, the LSO's learning and community programme, 50,000 people each year experience the transformative power of music. The Orchestra's musicians are at the heart of this unique programme, leading workshops, mentoring bright young talent, and visiting schools, hospitals and community spaces. The home of much of this work is LSO St Luke's, the LSO's venue on Old Street. In 2025, following a programme of works, the LSO will open up the venue's facilities to more people than ever before, with new state-of-the-art recording facilities and dedicated spaces for LSO Discovery.

The LSO's record label LSO Live is a leader among orchestra-owned labels. LSO Live brings to life the excitement of a live performance in a catalogue of over 200 acclaimed recordings and reaches millions through streaming services and online broadcasts. As a leading orchestra for film, the Orchestra has entertained millions with its recordings of classic scores, from epic film scores like Star Wars to an appearance in the Oscar-nominated film Maestro.

Through inspiring music, learning programmes and digital innovations, the LSO's reach extends far beyond the concert hall. And thanks to the generous support of The City of London Corporation, Arts Council England, corporate supporters, trusts and foundations, and individual donors, the LSO is able to continue sharing extraordinary music with as many people as possible, across London, and the world.

About the Role

An exciting opportunity at the London Symphony Orchestra (LSO) for a Human Resources Administrator to support the staff team of 80, and the Orchestra, based at the Barbican, London.

Reporting to the Head of Human Resources, the HR Administrator will be responsible for the delivery of a range of HR generalist duties. You will provide a high-quality, proactive, and people-focused HR support service.

Location: The LSO's offices are based at the Barbican Centre, London. Hybrid working is available, with a minimum of 3 days per week in the office.

Hours: Full time, permanent contract. 37.5 hours per week. Core hours are 9.30am to 6pm, Monday to Friday.

Salary Range: £26,000 - £28,000 per annum

Company Benefits

25 days annual leave, plus bank holidays.

Interest-free loan for a season travel ticket.

Membership of the company pension scheme as follows:

- In line with auto-enrolment regulations during first year of service.
- 5% enhanced employer contributions and 2% employee contributions after 1 year's employment.

Cycle-to-Work scheme.

Employee Assistance programme.

Free tickets to LSO concerts at the Barbican and Lunchtime Concerts at LSO St Luke's (subject to availability).

** After completion of one year's employment:*

- Company income protection insurance*.
- Eligible to opt in non-contributory private healthcare scheme.

Job Role

Key Responsibilities

Oversee the entire employment lifecycle, serving as the primary contact for people-related enquiries from the LSO team and line managers.

Coordinate onboarding for all new hires, which includes drafting contracts, conducting right-to-work and DBS checks, obtaining references, and updating BreatheHR.

Collaborate closely with the Head of HR to implement employee engagement initiatives aimed at ensuring a positive employee experience.

Assist with recruitment, including recruitment packs, screening calls, managing roles from start to finish, and handling complex or confidential onboarding processes.

Administer payroll, pensions and staff benefits, ensuring accurate data management and processing.

Player fees, Discovery fees and insurance administration.

Support the implementation of ongoing and new People Initiatives, balancing project work with routine responsibilities.

Skills

Prioritisation of multiple admin tasks, delivering a strong service under pressure

Excellent knowledge of Microsoft Office, particularly Word and Excel and confident using multiple online tools

Meticulous, process-based approach to completing tasks with great eye for detail

Excellent interpersonal skills and good communication skills to deal with staff at all levels in the organisation

Ability to work collaboratively in a team, and able to demonstrate initiative and work independently with confidence

About You

Have an interest in music, orchestras or the arts.

Positive and confident who understands the wider impact of their contribution on other parts of the business.

Enthusiastic and willing to learn.

Ability to demonstrate a professional, confident and 'can do' attitude.

Understands the need for and adheres to maintaining confidentiality.

Experience of HRIS systems, data management and reporting - BreatheHR would be a bonus but is not essential.

How to Apply

The closing date for applications is 5.00 pm Friday 27th September 2024.

If you would like to apply for this role, please visit lso.co.uk/jobs, where you will be asked to complete our application and equal opportunities form. If you are unable to complete the application form please contact nicky.levy@lso.co.uk for assistance.

If you have any questions about this role, please contact Nicky Levy, Head of HR, on nicky.levy@lso.co.uk

As an equal opportunities' employer, the LSO is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the LSO.