Litigation Technology & Project Management Senior eDiscovery Consultant London, Birmingham, Cardiff, Manchester, Leeds

EVERSHEDS SUTHERLAND

About Eversheds Sutherland

Eversheds Sutherland represents the combination of two firms with a shared culture, values and commitment to client service excellence. We are each known for our commercial awareness and industry knowledge and for providing innovative and tailored solutions for every client.

As a full service law practice, we act for the public and private sector across the UK, Europe, Middle East, Africa, Asia and the US providing legal advice to clients across the Company Commercial, Employment, Labour & Pensions, Litigation and Dispute Management, and Real Estate practices.

With **70 offices** across **30 plus countries** worldwide, we have become one of the largest law practices in the world and a great place to work and develop your career.

The Global litigation Group

With over 500 experienced attorneys, we are one of the top ten largest Litigation practices in the world. Internationally recognised, we are featured in The Lawyer Global Top 50, Global Investigations Review Top 100 and Global Arbitration Review Top 30. Our global Litigation team has led clients through some of the most complex disputes and challenging regulatory investigations around the world.

The Team

Our Litigation Technology team supports our disputes lawyers and our clients to make use of the most suitable technology and project management tools for complex litigation, investigations and projects.

Whilst the team is built around specialist technology and legal project management expertise, the work we do is rooted in the best traditions of legal client services.

Hear more about our team from our Head of Litigation Technology, **Melina Efstathiou:**

**https://watch.eversheds-sutherland.com/secret/
64177806/5f27ad210aace8c5b6af057c02f8cee7**

The Role

As part of this role you can expect to be involved in:

- Ensuring that projects are carried out to the best possible standard, within agreed upon timeframes, at an acceptable cost and in line with the eDiscovery Services team's workflows and processes
- Supporting the delivery of technical and consultancy services to legal teams and clients in:
    - eDiscovery
    - Data management
    - Data Collection and Data Processing
    - Managed Document review
    - Electronic Trial Preparation
    - Relevant Court Rules and Practice directions
- Consistently deliver clear and proactive communications to the legal teams and clients.
- Working with other members of the team, the legal teams and clients to provide advice and solutions in relation to each stage of the EDRM.
- Proactively engaging with case teams and clients on scoping the project and recommending appropriate workflows.

- Managing large scale eDiscovery projects, from the initial scoping phase through to disclosure and setting up complex review workflows as required.
- Taking initiative on troubleshooting issues and errors and providing continued communication throughout the process of identifying a solution.
- Ensuring that up to date records are being maintained with regards to the status of all projects being worked on.
- Providing training and support to clients and legal teams.
- Providing technical and project support on all phases of a disclosure exercise.
- Developing an understanding of eDiscovery best practices and processes and providing consultative advice to stakeholders.

Skills

- Bachelor's degree or equivalent - preferably in a technical field such as Computer Science, Information Security or Computer Forensics.
- A strong technical understanding of eDiscovery, case management, data management and litigation support.
- eDiscovery project management experience with a service provider, consultancy, government agency or law firm of at least 6 years.
- A solid understanding of database design, management, data collections and scoping projects from a forensic perspective.
- Excellent knowledge of MS Office tools.
- Experience using Axcelerate or other eDiscovery platforms across all phases of a electronic discovery project (processing, early case assessment, analytics, review and production)
- Full and in depth understanding of the EDRM and eDiscovery workflows and processes.
- Ability to understand and work with complex databases.
- Proven analytical abilities to troubleshoot issues and recommend solutions.
- Strong desire to continue to develop technical skills as required by the role and a strong work ethic.
- Excellent communication skills – both with colleagues and clients.
- Demonstration of team management skills by way of previously managing / leading / mentoring / training more junior members of teams.
- Proven ability to work as part of a team and a team leader.
- Certifications in eDiscovery would be considered an advantage.
- Security Clearance would be ideally preferable but not a must.
- An interest in developing and new litigation technologies and how they may complement the existing ES toolkit.

Diversity and Inclusion

At Eversheds Sutherland, we recognise that having diverse talent across our business brings many benefits, and we are committed to accessing a wide range of views and thinking in all that we do. A culture of inclusion, where each person feels able to be their true self at work and reach their full potential is key. We recognise that bringing together the perspectives of individuals of all backgrounds, life experiences, preferences and beliefs is critical if we are to serve our global client base, people and communities as a leading global legal practice.

Should you require any reasonable adjustments to enable participation in the recruitment process, please contact us so that we can discuss how best to assist.

We are open to considering flexible working options for our vacancies. Whilst we are not able to offer flexible working across all of our roles, many of our people work flexibly in some way, and we would encourage you to talk to us about this during the hiring process if you would like to explore further.

We are a LGBT+ inclusive employer and are Stonewall Corporate Champions.