

## **Data Analyst in FSDI (12 month FTC)**

### **Practice group/Global Operations team:**

Litigation & Dispute Mgmt

### **Type of Vacancy:**

Fixed Term Contract

### **Location:**

Birmingham

### **About Eversheds Sutherland:**

As a global top 15 law practice with 70 offices across 34 countries worldwide, Eversheds Sutherland provides legal advice and solutions to a global client base ranging from small and mid-sized businesses to the largest multinationals.

Our teams of lawyers around the world operate seamlessly to deliver the legal know-how and strategic alignment that clients need from their advisors to help further their business interests. Clients describe us as creative and well-versed in cutting edge legal work – we listen well in order to understand how and where we can be most effective and add the greatest value.

We shape our advice to the unique circumstances and challenges of each project, and ensure the right people are in the right places to offer insight and certainty – from the day-to-day to the most complex, multijurisdictional matters.

We are currently recruiting for a Data Analyst. This will initially be a 12 month FTC to support on a large piece of work for a key client.

### Role description:

- Identify areas to increase efficiency and automation of processes
- Set up and maintain automated data processes
- Produce and track key performance indicators
- Develop and support reporting processes
- Monitor and audit data quality
- Prepare reports for internal and external audiences
- Create data dashboards, graphs and visualisations
- Mine and analyse large datasets, draw valid inferences and present them successfully to management

### Duties and further information

You will be joining a team of lawyers handling a large number of cases relating to a specific project.

At this time, data is mainly held in excel format although we are transitioning to the use of a reporting tool similar to Power BI following the implementation of a case management system database.

You will be expected to have very high proficiency in the use of excel and associated software as well as familiarity on Power BI although training will be provided.

Typically, the successful candidate will be involved in the preparation of management information for our client, preparation of internal management information to measure the progress of cases against key milestones/KPIs, and the analysis of our data to identify trends in cases and or inefficiencies in progression of cases to be recommended for action.

As this is a new team, the successful candidate will be expected to develop, alongside the management team, a suite of reports and be pro-active in suggesting ideas, solutions and improvements to existing processes and data gathering exercises.

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.