

Job description:

eDiscovery Consultant

Litigation Technology & Project Management

London, Birmingham, Cardiff, Manchester,

Permanent

We are Eversheds Sutherland, a global law firm, with 5,000+ colleagues in more than 30 countries. We're full-service with deep niche and sector experience. Whatever challenge, wherever in the world, we're equipped and ready to meet it. We live our values, we're purposeful and purpose-led. So although the world is fast-moving and rapidly changing, we see it as a place where everyone can thrive. We're ambitious for our clients, our communities – and for you. Whether you're starting out on your career or well established, whether you're a lawyer or in business services. If you're looking for what's next, we are too.

What to expect

For business professionals, our environment is highly collaborative with value being placed on diversity of ideas, skills and mindsets. Not least yours. It's energetic, fast-moving and there's always something new to get involved in. You will get exposure across geographies and the firm as a whole. The future is a place of opportunity. Focusing on your success and for what's next, will ensure you thrive too.

Our team

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. 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**:

[Video: Eversheds Sutherland Litigation Technology](#)

eDiscovery Consultant

Litigation Technology & Project Management

Role and key responsibilities

As an integral part of the team, you can expect to be involved in:

- Ensuring that projects are carried out to the best standard, within agreed 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.
- Consistently delivering 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 and experience

- 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 and litigation support.
- eDiscovery project management experience with a service provider, consultancy, government agency or law firm of at least 3 years.
- A solid understanding of database design, management, and data processing.
- Excellent knowledge of MS Office tools.
- Experience using Axcelerate or other eDiscovery platforms both for processing, review and production.
- 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.
- Proven ability to work as part of a team.
- An interest in developing and new litigation technologies and how they may complement the existing ES toolkit.
- SQL scripting knowledge is desirable though not essential

What's in it for you?

At Eversheds Sutherland, we provide benefits focused on

Diversity and inclusion

At Eversheds Sutherland, "Inclusive" is a core business

looking after you: your development, your performance, your financial future and your health, as well as providing the opportunity to make a contribution to the world.

- We're fair, transparent and equitable
- We share in the success of the firm, reward alignment to our values, going above and beyond and your individual performance
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- We support flexible ways of working through our remote working policy and commitment to flexible, agile and hybrid ways of working
- We support your health and performance through our dental, healthcare and wellness support
- We support everything you are and all you bring through our powerful commitment to diversity and inclusion
- We provide a platform for your career, whatever your ambitions through our structured professional and personal training, mentoring and development programs
- We provide experience and opportunity through international and cross-function exposure
- We provide an opportunity to give back through our pro bono work and community engagement
- We help you plan ahead through retirement planning, insurance and assurance

value. We bring together different skillsets, global mindsets and approaches. We foster diversity of thought and the freedom to put ideas into action. We have an inherent respect for the individual. We have a strong belief in collaboration and teamwork. Sharing ideas, asking questions, solving challenges and meeting our clients' goals: together.

We want all our people to thrive at work and reach their full potential and we work hard to continue to build a diverse and inclusive culture, monitor and report on our progress and impact, and develop our approach. This is reflected in our policies, systems and processes, and in our work with diversity membership organisations.

Many of our people work flexibly in some way and we are open to considering how we can accommodate flexible working arrangements alongside role requirements. If this is important to you, please talk to us about it during the recruitment process.



**Our global
litigation
team is the sixth
largest worldwide**

We want you to perform at your best during our recruitment process. If there is any adjustment or support you need, please contact us so we can discuss how we can best assist you.

**For you,
for your success.
And for what's next.**