Junior eDiscovery Consultant

Practice group/Global Operations team:
Litigation & Dispute Management
Type of Vacancy:
Permanent
Full time/Part time:
Full-Time
Contract/Part time details:

Location:
Cardiff / Remote working available to be accommodated

About Eversheds Sutherland:

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

As a full service law firm, we act for the public and private sector across the UK, Europe, Middle East, Africa, Asia and the USA providing legal advice to clients across its company commercial, human resources, litigation and dispute management, and real estate practices.

With 69 offices across 34 countries worldwide, we have become one of the largest law firms in the world and a great place to work and develop your career.

The Team

We have an exciting opportunity for a Junior eDiscovery Consultant to join the Propel team in London. This role supports the delivery of eDiscovery Services to our clients and provides project support to the legal team as well.

Key responsibilities:

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
- Consistently deliver clear and proactive communications to the legal teams and clients.
- To work with other members of the team, the legal teams and clients to provide advice and solutions in relation to each stage of the EDRM.
- Ensure that up to date records are being maintained with regards to the status of all projects being worked on and assist fellow team members towards this goal.
- Provide training and support to clients and legal teams.
- To provide technical and project support on all phases of a disclosure exercise, following your training and development within the team.
- Developing an understanding of eDiscovery best practices and processes and providing consultative advice to stakeholders.

Skills and experience:

- Education/Experience/Qualifications:
  - Bachelor's degree - preferably in a technical field such as Computer Science, Information Security or Computer Forensics

- Technical skills:
  - Excellent knowledge of MS Office tools, particularly Microsoft Excel
  - Previous eDiscovery experience is not essential although candidates will be expected to have researched the Electronic Data Review Model or EDRM for discussion at interview
  - Have an interest in and be able to talk about Litigation related technology and how it is evolving
  - Good project management and ability to multi task
  - Strong desire to continue to develop technical skills as required by the role and a strong work ethic.
  - Strong communication skills – both with colleagues and clients

We're a modern, progressive law firm. We think differently and we've built a culture where individual skills and personalities can shine through. At Eversheds Sutherland, we believe that innovation comes from a culture of genuine equality and diversity and we are happy to discuss any reasonable adjustments individuals may require in the recruitment process, or once in post.

In addition to the above, Eversheds Sutherland also require awareness of and full participation in the Firm's commitment to equality and diversity, the environment and health and safety.