

**Ashurst** Advance

eDiscovery Manager

# Outpacing change

Job description





## About Ashurst Advance

Ashurst Advance is Ashurst's NewLaw division that utilises market-leading technology, refined processes, and subject matter expertise in a wide array of technology-enabled legal and eDiscovery services that works alongside Ashurst's legal experts to solve our clients' business problems through optimal efficiency, cost effectiveness and digitally innovative legal service delivery. Our market leading offering has been globally recognised including:

- Band 1 ranking for Law Firm LPO, Alternative Legal Service Providers (Chambers Global, 2021, 2022, 2023 and 2024), the only Law Firm in Australia to have this ranking
- Most Innovative Law Firm, APAC & Europe (FT Innovative Lawyer Awards 2023)
- Most Innovative Firm Headquartered outside Asia-Pacific (Financial Times APAC Innovative Law Awards, 2022 and 2024)
- Innovation in the Business of Law: New Solutions (Financial Times APAC Innovative Law Awards, 2022)

To find out more please visit [our website](#).

The future of legal services is at the centre of the firm's strategy, and we want to attract the best talent to help us achieve our objectives and grow our unique offering. By joining us you will be at the forefront of change in the legal industry and part of a team devoted to innovation, global collaboration, diversity, and growth. We also offer award winning Learning & Organisational Development and Inclusion, Diversity & Belonging programs and a range of benefits including, subsidised gym membership, discounted health insurance, complimentary health and wellbeing support programs, study support, annual bonuses (in accordance with our bonus scheme), flexible working, and 26 weeks parental leave, to name a few.

If you are looking for a career with a difference and want to be part of a global team working with high profile clients doing cutting-edge work, we would love to hear from you.





## About the role

Ashurst Advance eDiscovery and Digital Services provides dynamic solutions to our clients' focusing on three key areas of legal service delivery: people, process and technology. Our technologists bring together a combination of market leading data interrogation and review technology platforms that are industry leading and bring AI capabilities to the forefront of our clients and legal teams.

Wherever possible, we adopt a 'follow-the-sun' approach to resourcing - ensuring matters and projects are supported across our Australian and UK offices.

As a result of ongoing growth in the team and a new agenda of service expansion we are looking to hire an eDiscovery Manager in Sydney or Perth. You will be part of a national team providing cutting edge eDiscovery services to our clients and internal practice groups.

This role demands a proactive, solutions-oriented individual with a strong background in eDiscovery, excellent leadership skills, and the ability to communicate complex technical concepts to a broad range of stakeholders.

The ideal candidate will be adept at managing multiple priorities, driving innovation, and upholding the highest standards of data security and quality assurance.

## Main responsibilities

- **Project Management and Delivery:** Oversee the streamlined and high-quality execution of eDiscovery projects, ensuring they align with the requirements of litigation, regulatory responses, investigations, and transactional work. This includes the strategic management of project timelines, resource allocation, and the delivery of outcomes that meet cost and quality expectations.
- **Ownership and Reporting:** Assume full responsibility for multiple concurrent eDiscovery matters, directing the project lifecycle and coordinating with a diverse team. This entails the preparation of regular updates, cost projections, and the proactive escalation of potential issues to senior management.
- **Financial Oversight:** Monitor project expenses, ensuring alignment with initial estimates. Optimize team performance to maintain cost-effectiveness, and provide timely financial reporting and revised estimates to senior management.
- **Consultative Expertise:** Employ a consultative approach to address complex eDiscovery challenges, offering expert advice to stakeholders on industry best practices and strategic solutions.
- **Risk Management and Protocol Development:** Define project deliverables and identify potential risks throughout the Electronic Discovery Reference Model (EDRM). Contribute to the creation and refinement of document exchange protocols, and negotiate updates with involved parties as necessary.

## Main responsibilities continued

- **Workflow Management:** Administer Continuous Active Learning (CAL) workflows, guide legal professionals, validate process outputs, and compile comprehensive summaries of CAL project performance.
- **Quality Assurance and Training:** Establish and maintain rigorous quality control procedures spanning from document collection to final production. This includes the development and facilitation of training programs for eDiscovery team members, ensuring high standards of practice.
- **Team Leadership:** Manage and mentor direct reports within the eDiscovery team, fostering professional growth and operational excellence.
- **Innovation and Technology Integration:** Lead initiatives to evaluate and integrate cutting-edge technologies, methodologies, and workflows, enhancing the eDiscovery process.
- **Client and Legal Team Engagement:** Introduce innovative workflows and solutions to legal teams and clients, actively participating in client presentations and drafting communications for clients and senior stakeholders within the firm.
- **Advanced eDiscovery Solutions:** Design and implement document review frameworks utilizing state-of-the-art AI technologies, including Continuous Active Learning and other analytical tools within the eDiscovery domain.
- **Document Production Oversight:** Manage document production schedules and ensure strict adherence to agreed-upon protocols, with a focus on time management and compliance.
- **Data Security Interpretation:** Interpret and apply data security standards to the management of eDiscovery services, ensuring the responsible and efficient handling of client data.
- **Firm-Wide Support:** Provide comprehensive support to attorneys across all practice groups within the firm, translating complex technical processes into understandable terms for a non-technical audience.
- **Time Management and Record Keeping:** Maintain precise records of time spent on projects, ensuring accurate tracking and management of project durations and milestones.

## Career advancement

At Ashurst, we pride ourselves in developing our team. We will actively work with you to establish relevant career development plans and monitor progress against your career goals. Our firm also has a wonderful program of development activities to help you grow.

## Background checks

In order to comply with regulatory and client requirements, Ashurst will undertake appropriate vetting of staff. When applicants accept a job offer, Ashurst, alongside a specialist provider, will undertake professional verification and background checks. These checks are only undertaken with consent, and in accordance with our legal and regulatory obligations.



## About you

- Minimum of 8 years eDiscovery experience, working in a professional services firm, law firm or government agency.
- Proven ability to troubleshoot technical and non-technical issues that arise during a project and assist in implementing simplistic and repeatable solutions.
- Excellent understanding of the legal framework of eDiscovery including exchange protocols and best practices across the full EDRM model.
- Proven record in using advanced eDiscovery tools, such as Continuous Active Learning, concept clustering, and search term analysis.
- Ability to oversee and support multiple eDiscovery matters, managing priorities and identifying efficient workflows.
- Ability to work collaboratively in a fast paced, solutions focused environment with strict deadlines.
- Excellent communication skills, specifically the ability communicate technical solutions to a non-technical audience in a clear and concise manner.
- An acute attention to detail, and ability to develop quality assurance practices into all facets of work.
- Experience leading teams and coaching junior colleagues.
- Ability to assess, prioritise and where appropriate delegate requests.
- Proficient with multiple platforms such as Nuix Discover, Relativity and Reveal.
- Understands eDiscovery workflow practices across different jurisdictions is favourable.
- Flexibility and willingness to undertake additional work outside of core hours and/or interstate travel when required.
- Tertiary qualifications in either Law, Computer Science, Commerce, or software engineering.



# Diversity, Inclusion and Social Impact at our heart



## Each of us brings something unique to our world.

At Ashurst, we know the power of combining unique perspectives and talent to drive extraordinary solutions and services for our clients.

Fostering an environment that is welcoming, inclusive, and respectful of all backgrounds and perspectives is the cornerstone of our values and the foundation of our success. At Ashurst, Inclusion, Diversity, and Belonging are at the heart of everything we do.

We take diversity seriously, with an established IDB Strategy, representation targets, and six diversity areas with dedicated networks that are focused on actively taking steps to ensure all our people, across all spectrums of diversity, are supported and empowered. To find out more please visit [our website](#).

We are also committed to delivering positive impacts to our communities through our Social Impact programme, with a strong emphasis on working with First Nations people through our pro bono practice.

To find out more please visit our [responsible business page](#).



# Benefits



## Career Advancement

- Secondment Opportunities (with clients and pro-bono providers nationally)
- Global Opportunities (secondments and short/long term relocation to one of our 29 offices)
- Learning & Development (award winning program that assists in developing your technical and soft skills, and full access to LinkedIn Learning)
- Study support (including financial assistance and paid study leave of post-graduated qualifications)
- Pro bono (assisting marginalised and disadvantaged people and communities)



## Health & Wellbeing

- EAP (confidential, fully subsidised professional counselling service available to you and your immediate family)
- Healthcare (discounted corporate Health Plans and free vaccinations)
- Gym membership (fully subsidised corporate memberships)
- Headspace (free access to the Headspace App for mindful mental health support)
- Social Activities (a range of social and corporate sports teams and events)



## Flexible Working

- Hybrid working (including ergonomic support to work from home)
- Flexible working (including job-share, part-time, sabbaticals, varied hours and working from home)
- Additional leave (purchase up to an extra 3 weeks of leave per year)



## Family & Caring

- 26 weeks parental leave (irrespective of gender identity and caring role)
- Family support (paid leave and support for those experiencing pregnancy loss or accessing fertility treatments)
- Circle In (end-to-end program that supports and educates employees throughout their parental leave journey and beyond)
- Domestic violence support (10 additional days of paid leave)



## Financial Benefits

- Competitive salaries (with salary packaging options, and performance incentives offered for many roles)
- Personal insurance (including salary continuance and life & total permanent disablement insurance)
- Referral bonuses (up to \$10,000 depending on the role)
- Corporate and financial discounts (with a range of banking and retail partnerships)

*\* Benefits are subject to change at the firm's discretion and eligibility for all benefits is dependent on the individual role.*



# About Ashurst

Ashurst is a leading global law firm with a history spanning 200 years and a vision to be the most progressive global law firm.



Our in-depth understanding of our clients and commitment to providing exceptional standards of service have seen us become a trusted adviser to local and global corporates, financial institutions and governments in all areas of commercial law.

With offices across the globe, we offer the reach, insight and career opportunities of a truly integrated global network that is built on our values of being passionate about quality, delivering through collaboration and thinking differently.

Our values are critical to the culture of our firm and sum up what we stand for, what makes Ashurst an exceptional place to work and what we aspire to be. For us, “progressive” is a mind-set, an approach to how we do things. We instinctively take a fresh perspective on situations, exploring whether there are better ways of achieving our clients’ goals as well as our own.

We also aim to be at the forefront of the evolution of our industry and have led the market by establishing our New Law Division (Ashurst Advance) and our Consulting Division to provide holistic legal and operational advice to our clients.

To find out more please visit [our website](#).

