

Ashurst Advance

eDiscovery Senior Analyst

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 Delivery provides dynamic solutions to our clients' efficiency challenges, focusing on three key areas of legal service delivery: people, process and technology. Our platform includes high quality and subject matter experts, process specialists encompassing qualified legal teams, legal analysts, and a team of legal technologists and eDiscovery experts using the latest legal technology. We combine each of these elements with our legal subject matter experts in the relevant field in a fully integrated team to offer our clients legal excellence with efficient delivery.

Wherever possible, we adopt a 'follow-the-sun' approach to resourcing - ensuring matters and projects are supported across all states in Australia, and our London office.

As a result of ongoing growth and a new agenda of service expansion we are looking to hire an eDiscovery Senior Analyst in Brisbane, Sydney, Melbourne or Perth.

Reporting to one of our eDiscovery Managers you will work as part of a national team providing cutting edge eDiscovery services to our clients and internal practice groups.

Main responsibilities

- Assisting with efficient, cost effective and quality delivery of eDiscovery services across litigation, regulatory notices, investigations and transaction projects
- Assisting with discrete components of matters, and supporting multiple matters during any given period
- Assisting with all aspects of evidence managed tasks within Nuix Workstation, Nuix Discover, Reveal and RelativityOne as required, ensuring quality control and audit processes are followed
- Basic understanding of CAL workflows and using AI review methodologies, and workflow tools
- Assisting with document productions, ensuring deadlines are met, and compliance with agreed protocols
- Assisting with evidence preparation including witness statements, expert reports and tender bundles
- Collaborating effectively with a range of stakeholders and team members, and contributing as a member of the global eDiscovery team
- Ensuring that all activities and duties are carried out in full compliance with our regulatory requirements and internal policies
- Applying a analytical approach to solving eDiscovery data challenges and following best practices
- Supporting lawyers at all levels across the firm's practice groups,
- Drafting basic procedure documentation for tasks
- Accurately and promptly recording and managing time on projects





About you

- Minimum of 3 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,
- Good understanding of eDiscovery applications such as Nuix Discover, Workstation, Reveal and Relativity
- Ability to work collaboratively in a fast paced, solutions focused environment with strict and short deadlines
- Excellent communication skills, specifically the ability to communicate technical solutions to a non-technical audience in a clear and concise manner
- Exceptional attention to detail, and ability to develop quality assurance practices into all facets of work
- Ability to assess, prioritise and where appropriate delegate requests
- A general understanding of document processing and Evidence handling workflows
- Flexibility and willingness to undertake additional work outside of core hours, (sometimes weekends) and/or interstate travel when required
- Tertiary qualifications in either Law, Computer Science, Commerce, or software engineering
- Demonstrated self-learning attitude with industry certifications

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.



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](#).

