



## Job Description | *eDiscovery Project Manager*

We are seeking a passionate eDiscovery Project Manager to join our growing team.

### 1. ABOUT ELTEMATE

We are ELTEMATE – A Hogan Lovells Legal Tech Company. Our goal is to make clients' lives easier by delivering practical solutions to everyday problems. We combine a deep understanding of our clients' legal needs with the speed and innovation of a technology start-up. Our portfolio covers a large spectrum of legal tech solutions including artificial intelligence, eDiscovery, information analysis, regulatory updates, databases, deal rooms, workflow management, case management, document automation, risk assessment, reporting, and apps.

### 2. ROLE DESCRIPTION

We're looking for an experienced Project Manager ready for a new challenge to join our high performing Advanced Client Data solutions team. We are uniquely positioned within the firm to provide professional and innovative eDiscovery services with data-driven solutions externally to our clients, and to practice groups within Hogan Lovells LLP.

Our international team represents owner managed businesses and startups to global corporations on the successful resolution of complex and high value commercial disputes and investigations. We advise across a wide range of sectors, from technology and life sciences to financial services, manufacturing and engineering as well as automotive.

The role requires an individual who is both methodical and logical in their approach to work and can demonstrate good organisational skills and taking ownership of tasks.

### 3. DUTIES AND RESPONSIBILITIES

- Assist clients by executing workflows using AI driven technology, analytics and machine learning strategies in complex litigation, arbitration and investigations.
- Consult with (legal) case teams and clients on eDiscovery technology and defensible best practices.
- Lead routine litigation support projects as primary point of contact and manage all activities and workflows.
- Execute tasks on projects as requested by Advanced Client Data Solutions Advisors.
- Promote and encourage case teams to leverage Eltemate as a resource as part of Hogan Lovells' managed services program.
- Maintain and improve best practices and standard operating procedures in consultation with Senior Project Managers and Team Leads.

- Help execute on strategies for disparate data sources, including structured, unstructured, mobile, and cloud data.
- Ensure eDiscovery specifications and deliverables conform to case requirements, including with respect to processing and production.
- Consult on setup and support document reviews (in conjunction with external vendors) using review platforms such as Relativity.
- Anticipate, prevent, identify, and resolve issues.
- Maintain defensible documentation at all times.
- Establish project milestones, provide status reports, and conduct meetings with service providers and case teams to keep projects on track.
- Support clients on the technical elements of document preservation, assisting with data collection and extraction from cloud based systems such as Microsoft Office 365 and Google Mail/Docs in a defensible way.
- Develop cost estimates, advise clients on minimizing costs, and ensure projects are completed on time and within budget.
- Assist and take initiative with firm and departmental projects as required.
- Specific duties or responsibilities may be reviewed from time to time to reflect changes in personnel and management structure, staff location or services.

#### **4. REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE**

- Proficiency with Relativity and Relativity Structured Analytics as an administrator.
- Experience with advanced analytics tools such as Brainspace or NexLP.
- Workflow development and execution incorporating advanced technologies.
- Comprehensive understanding of eDiscovery best practices, including preservation, collection, culling, processing, review, and production protocols.
- An understanding of the Disclosure rules and obligations.
- An understanding of the Electronic Discovery Reference Model and the role of the external legal counsel.
- Ability to understand the perspective and anticipate the needs of lawyers.
- Ability to build rapport with lawyers, staff, clients, and vendors at all levels.
- Ability to work in a team setting and independently with minimal supervision.
- Ability to meet changing deadlines, work under pressure, and balance competing demands.
- Strong organisational and project management skills.
- Strong attention to detail and ability to see “the big picture” as appropriate on projects.
- Ability to anticipate and solve practical problems, dealing with a variety of variables where little standardisation exists.
- Exceptional interpersonal, communication, and customer service skills.
- Positive and energetic demeanour.

#### **5. OTHER PREFERRED SKILLS**

- A strategic thinker focused on preventative measures rather than reactive solutions.
- Persistent attention to detail, driving the highest standards of quality in both new and existing technologies.
- Ability to explain technical topics to non-technical team members.
- Eagerness to stay ahead of technology trends with an innovative mindset towards tools, methodologies, and best practices in quality engineering.
- Ability to work independently with a strong sense of task ownership.

6. OTHER DETAILS

- Full-time employee.
- Located preferably in London (3 days office based and 2 remote).
- Competitive salary, with compensation depending on qualifications and experience.

7. DISCLAIMER

ELTEMATE is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, colour, religion, gender, national origin, age, sex, disability, veteran status, marital status, sexual orientation, gender identity or any other characteristic protected by law.

If you are interested, please get in touch with us at [HR@eltemate.com](mailto:HR@eltemate.com). We look forward to meeting you.