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Senior Practice Support Project Manager – eDiscovery

Department: Technology & Information Services

Organizational Relationship: Reports to the Supervisor of Practice Support Services – eDiscovery

FLSA Status: Exempt

Last Updated: August 27, 2024

General Summary:

The Senior Practice Support Project Manager – eDiscovery is responsible for leading a project management team and collaborating with other resources within the firm to assist in all aspects of a litigation matter. The Senior Practice Support Project Manager – eDiscovery works with the firm's case teams and clients to develop and execute strategies for the collection, review, and retrieval of electronic data that may serve as evidence throughout the matter. The Senior Practice Support Project Manager – eDiscovery uses their expert-level understanding of electronic discovery, the litigation lifecycle, practice-related technologies, and eDiscovery platforms, and apply their expertise as needed. The Senior Practice Support Project Manager – eDiscovery serves as the primary point of contact for all parties involved and is responsible for setting, meeting, and communicating project expectations to stakeholders and colleagues. They independently manage eDiscovery projects and oversee the work of colleagues when additional Practice Support Services team members are assigned to the matter.

Essential Duties and Responsibilities:

"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.

1. Act as a trusted advisor and primary liaison with case team members with the goal of owning the service delivery relationship; provides project coordination across multiple teams while ensuring an excellent client experience

2. Collaborates with the eDiscovery Solutions Attorneys to develop and implement best practices for handling clients' electronically stored information (ESI)

3. Understands client needs and expectations, ensures requirements are documented, communicated, and incorporated into project plans

4. Liaises with client's in-house eDiscovery team to create or support documented best practices

5. Develops comprehensive project plans and timelines for eDiscovery projects

6. Provides leadership, guidance, and mentorship to Project Managers and other colleagues with regards to eDiscovery procedures and best practices

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7. Oversees project budgets and financial considerations, ensures projects are within budget; communicates with stakeholders when scope and/or issues arise that could impact costs for the client

8. Facilitates effective communication and collaboration through regular project status reports amongst relevant stakeholders

9. Accurately interprets and understands legal teams' needs, anticipates potential issues and ensures documentation of these details in the team's project tracking tools

10. Advises legal teams, internal resources, and third-party service providers on effective database design and workflow to ensure efficient document review and productions

11. Uses their experience, consults with legal teams and clients on common issues that impact vendor selection; recommends review platforms and workflows tailored to the project

12. Assists case teams with designing searches, analyzing results, implementing advanced technology, and validating processed data

13. Proactively raises issues and provides technical guidance to assist with the preparation of case strategy, meet-and-confer conferences, and other review production discussions

14. Keeps abreast of emerging data sources and technologies and advises case teams on collection and review of these data types

15. Monitors and remains apprised of case law developments in electronic discovery and current litigation technologies

16. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree or equivalent required
- Certification in project management or eDiscovery practices (ex. PMP and/or CEDS) preferred

Work Experience

- A minimum of eight years' electronic discovery consulting, project management, and litigation support, including data processing and document review platform, experience required

Knowledge, Skills & Abilities
- Advanced operational skills and expertise with legal processes, electronic discovery best practices, and the ability to advise case teams accordingly
- In depth knowledge of IT systems architecture including server systems, email systems, database systems, telecommunications systems, mobile devices, social media, and cloud storage and implications for eDiscovery
- Expert level knowledge of forensics collection methodologies, ESI processing, and document review technologies
- Extensive knowledge of industry-leading review applications, including Relativity, Nuix Discover, and Reveal

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- Strong skills with the implementation of advanced analytics and other artificial intelligence technology including but not limited to technology assisted review, continuous active learning, and statistical sampling
- Knowledge of general practice support, fact management, and an awareness of emerging technologies for litigation
- Excellent project management and communication skills and the ability to delegate work to others
- Strong leadership and resource management skills
- Ability to manage multiple competing priorities in a time-sensitive and high-pressure environment
- Strong analytical skills
- Organizational skills to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to work in a team environment with a customer-service focus
- Ability to work effectively with Technology and Practice Support Services colleagues and legal teams in remote offices
- Demonstrated ability to think creatively and provide strategic support to senior management
- Ability to handle confidential and sensitive information with the appropriate discretion
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm

Additional Requirements

- Occasional travel may be required

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.