

Position	
The Firm	<p>Phi Finney McDonald is a leading litigation law firm with offices in Melbourne, Sydney, and London. We specialise in complex and large-scale litigation, with a focus on shareholder class actions. The firm has a strong commitment to social justice and is looking for people who want to make the world a better place. Our values are reflected in the excellent remuneration and benefits on offer, and our belief in flexible working arrangements. We value diversity and are eager to receive applications from candidates with different backgrounds.</p> <p>PFM Discovery Services is a wholly owned subsidiary of Phi Finney McDonald that manages the firm's eDiscovery requirements including work for external clients.</p>
Job Brief	<p>Electronic Discovery and Data Analytics Consultant. The role will be employed by PFM Discovery Services, and will involve a broad level of responsibility in the provision of eDiscovery solutions through the Relativity One platform. The role will report to the firm's Data Scientist and will assist with developing alternative innovative uses of electronic platforms and data, incorporating the use of machine learning and artificial intelligence.</p>
Responsibilities	<ul style="list-style-type: none"> • Advising and developing eDiscovery solutions • Assisting with the drafting of electronic discovery exchange protocols and associated affidavit documents • Managing projects through all phases of the EDRM model – from collection to productions • Preparing timelines for the lifecycle of the matters • Managing and educating staff on the use of Technology Assisted Review • Supporting staff to work with the required software • On external engagements, setting accurate budgets and ensuring work is completed to that cost • Liaising with clients, external vendors and internal staff at all levels
Requirements	<ul style="list-style-type: none"> • 2 – 3 years Relativity experience (Relativity Certified Administrator or other certification preferred) • Scripting (Ruby/Java/Python preferred) and database (SQL) • An understanding of Microsoft technologies (O365, Advanced eDiscovery, Sharepoint Online, OneDrive platforms) • Interest in machine learning and artificial intelligence • Advanced skills in MS Office • Experience exercising discretion and confidentiality with sensitive information • Excellent written and oral communication with strong attention to detail and accuracy • Commitment to achieving professional excellence in a team environment • Willingness to pitch in and go the extra mile to achieve business outcomes