LATHAM&WATKINS

Practice Support Lead – Data Insights

PeopleSoft Job Code / Title: 8069 / PractSupportLead Data Insights
Department / Subdepartment: Technology & Information Services
Organizational Relationship: Reports to Manager of Practice Support
FLSA Status: Exempt
UCM Level: 4
Last Updated: July 22, 2025

General Summary:

The *Practice Support Lead – Data Insights* is responsible for assisting firm case teams understand their data and help implement solutions to define a relevant review set. The *Practice Support Lead – Data Insights* will create and provide detailed reports of concepts and themes found within the data sets to assist case teams in searching strategies. The role will utilize advanced analytics technology to consult on review progress and provide details and metrics when requested. This role will be integral in the forming and development of the Data Insights team.

Essential Duties and Responsibilities:

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

1. Finds themes and patterns within data sets using field searching, search term reports, and clustering to create reports for case teams to help guide in data culling strategies.

2. Utilizes Email Threading, Domain Analysis, Textual Near Duplicate, and Name Normalization to consult and provide custom reporting as requested.

3. Works with internal and external resources to coordinate the transfer of client and internal data between review platforms and teams for review.

4. Utilizes advanced analytics like Relativity aiR, continuous active learning (CAL), and technology assisted review (TAR) to provide adaptive review strategies with case teams.

5. Uses Relativity specific functions like Automated Workflows, Widgets, Dashboards, and Applications to enhance case teams understanding of loaded data.

6. Leads the Data Insights team and works with leadership to develop future service offerings.

7. Acts 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.

8. Accurately interprets and understands legal teams' needs, anticipates potential issues and consults on solutions using best practices.

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

10. Works on technical projects of varying degrees of complexity, while ensuring those projects are completed on time and within specifications.

11. Understands and follows current protocols and best practices in the areas of electronically stored information (ESI) processing, technology assisted review (TAR), and production.

12. Displays flexibility and an ability to quickly learn new software, tools, and workflows.

13. Assists with the testing and implementation of new software products or upgrades.

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

US-DOCS\147177067.1

LATHAM&WATKINS

Position Specifications

Education

- Bachelor's Degree or equivalent required. Juris Doctor preferred.
- A minimum of five years' relevant experience may be considered in lieu of a degree
- Relativity Certified Administrator. Relativity Analytics Specialist certification preferred.

Work Experience

- A minimum of five years' project management or consulting experience required preferably in a legal environment or at a vendor specializing in providing legal technology services.

Knowledge, Skills & Abilities

- Advanced operational skills and expertise with legal processes, electronic discovery best practices, and the ability to advise case teams accordingly
- Expert level knowledge of e-discovery and the e-discovery reference model (EDRM)
- Expert experience with the implementation of advanced analytics and other artificial intelligence technology including but not limited to technology assisted review, continuous active learning, statistical sampling, and Relativity aiR
- 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
- Can work with the engineering team to communicate and develop applications to increase service offerings
- Demonstrates the ability to work on complex projects in the most efficient way possible
- Extensive knowledge of industry-leading review applications, including Relativity, Nuix Discover, and Reveal
- Strong analytical and problem-solving skills needed to troubleshoot a variety of symptoms, diagnose problems, and test, recommend, and implement solutions to problems
- Demonstrated ability to think creatively and provide strategic support to senior leadership
- Ability to use independent judgment and discretion when making majority of decisions, while recognizing situations that require escalation
- Ability to handle confidential and sensitive information with the appropriate discretion
- Organizational skills needed to capture and bill all client-billable time, prioritize effectively, handle multiple deadlines
- Knowledge and proficiency in standard PC applications, including Windows 11 and Microsoft Office, as well as firm-specific software, such as iManage, ServiceNow, etc.
- 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.

LATHAM&WATKINS

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.