

Senior Practice Support Project Manager

Department: Technology

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

FLSA Status: Exempt

Last Updated: September 26, 2023

General Summary:

The Senior Practice Support Project Manager 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 Project Manager works with Latham'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 Project Manager should have an expert-level understanding of electronic discovery, the litigation lifecycle, practice-related technologies, and eDiscovery platforms, and will apply this expertise as needed. The Senior Project Manager 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. The Senior Project Manager will 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. Understand client needs and expectations, ensure requirements are documented, communicated and incorporated into project plans.
4. Liaise with client's in-house eDiscovery team to create or support documented best practices.
5. Develop comprehensive project plans and timelines for eDiscovery projects.
6. Provide leadership, guidance, and mentorship to Project Managers and other colleagues with regards to eDiscovery procedures and best practices.
7. Oversee project budgets and financial considerations, ensuring projects are within budget. Communicate with stakeholders when scope and / or issues arise that could impact costs for the client.

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8. Facilitate effective communication and collaboration through regular project status reports amongst relevant stakeholders.
9. Accurately interprets and understand legal teams' needs, anticipate potential issues and ensure documentation of these details in the team's project tracking tools.
10. Advise legal teams, internal resources and third-party service providers on effective database design and workflow to ensure efficient document review and productions.
11. Using their experience, consult with legal teams and clients on common issues that impact vendor selection. Recommend review platforms and workflows tailored to the project.
12. Assist case teams with designing searches, analyzing results, implementing advanced technology and validating processed data.
13. Proactively raise issues and provide 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. Monitor and remain apprised of case law developments in electronic discovery and current litigation technologies.

Position Specifications

Education

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

Work Experience

Minimum 8 years of experience in the following:

- Electronic discovery consulting and project management.
- Litigation support including data processing and document review platforms.

Knowledge, Skills, and 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.
- 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.

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- Excellent project management and communication skills and the ability to delegate work to others.
- Demonstrates strong leadership and resource management skills.
- Ability to manage multiple competing priorities in a time-sensitive and high-pressure environment.
- Detail-oriented.
- Strong analytical skills needed.
- Organizational skills needed 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 required.

Physical Demands

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