

## EDISCOVERY/LITIGATION SUPPORT ANALYST

Torlys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montréal and Halifax. We work together to offer seamless cross-border services to our clients all over the world.

As a Torlys employee, you will enjoy both an exciting, fast-paced work environment and a supportive, collegial and team-based culture. Our positions are best suited to individuals who take pride and ownership in their work and demonstrate exceptional client service in everything they do. At Torlys, we take pride in our ability to attract and retain individuals who excel in their respective fields. We do this by providing stimulating work and learning and development opportunities, as well as a competitive compensation and benefits package.

### POSITION OVERVIEW

The eDiscovery/Litigation Support Analyst is a subject matter expert on all technical aspects of litigation projects and cases, which includes responding to day-to-day requests from legal professional and law clerks.

### KEY ACCOUNTABILITIES

- Act as a key point of contact regarding matter workflow, document review, processes, electronic discovery and software needs.
- Maintain knowledge and familiarity with litigation-related applications /support platforms and databases.
- Work closely with the Manager, Litigation Service Delivery to review and explore best practices and make recommendations on new and existing policies, procedures and technical changes.
- Provide hands-on support, guidance, and training to stakeholders (i.e., searching techniques, document review strategies, workflow efficiencies, etc.) in the course of performing their roles; investigate and resolve issues as needed.
- Research, identify and make recommendations for enhancements and implementation of technical solutions (i.e., discovery/trial presentation, electronic workflows, etc.).
- Under the direction of the Manager, Litigation Service Delivery, communicate business requirements of Relativity and other litigation support tools, and participate in vendor meetings.
- Participate in projects, which includes tracking, monitoring and communicating on project-related issues (i.e., scope changes, variances and contingencies, etc.). Participate in firm wide projects as needed.
- Provide guidance related to eDiscovery Reference Model (EDRM), project scope and workflow, litigation support software selection, and defensible methodologies.
- Work with stakeholders to identify, assess, develop and design quality control protocols to ensure data integrity. Make recommendations for enhancements as required.

### ATTRIBUTES & EXPERIENCE

- 3-5 years' experience with documentary discovery projects (i.e., identification, collection, processing, review and production, etc.).
- Undergraduate education or equivalent experience to successfully complete the essential requirements of the role.

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- Strong knowledge of Relativity, including processing & ingestion, analytics, productions and workspace maintenance; knowledge of TAR/CAL and/or Relativity certification (RCA) an asset.
- Experience with other commonly used litigation-related applications (i.e., Nuix, Summation, Ringtail, etc.).
- Strong knowledge of the litigation process throughout the lifecycle of a matter and an understanding of how technology can be used to support litigation efforts.
- Flexible and self-motivated working style with strong personal ownership for quality of work.
- Excellent communication skills (written and oral); ability to interact effectively with individuals at all levels within the organization with tact and diplomacy.
- Strong relationship, collaboration and consultation skills – able to work with a diverse group of stakeholders and navigate effectively within the organization.
- Ability to think strategically and innovatively, and deliver in pragmatic ways.

## **HOW TO APPLY:**

*Please address your resume and cover letter, stating your salary expectations to Firm Admin Recruiting ([firmadminrecruiting@torys.com](mailto:firmadminrecruiting@torys.com)).*

*We thank all applicants for their interest in Torys LLP; however only candidates selected for an interview will be contacted.*

*We foster an inclusive and accessible environment and are committed to providing support to applicants and firm members with disabilities. If you require accommodation at any time during the recruitment process, please contact [Ruth Hawkins](#), Manager, Human Resources.*