

Head of Legal Data Intelligence

Description

The Head of Legal Data Intelligence is responsible for building and scaling the legal data intelligence function to support data stakeholders throughout the organization, including litigation, investigations, privacy, data protection, information governance, and legal operations. In this role, the Head of Legal Data Intelligence will develop and implement data analytics strategies, policies, and procedures to ensure the efficient and effective identification, preservation, collection, analysis, processing, production, and integration of sensitive, useful, and necessary (SUN) data in response to legal requests and business initiatives. This role offers an exciting opportunity to create value for Legal and the broader organization by transforming SUN data into actionable information, insights, and intelligence.

Responsibilities

- Provide strategic leadership and direction for the legal data intelligence function, including developing and implementing data analytics strategies, policies, and procedures, and driving continuous process improvement by regularly assessing and refining procedures to maximize operational efficiency
- Collaborate with data stakeholders, including Legal and IT, to identify legal data intelligence requirements; innovate programmatic solutions to satisfy same
- Oversee the management of legal data intelligence projects to ensure the efficient and effective identification, preservation, collection, analysis, processing, production, and integration of sensitive, useful, and necessary (SUN) data in response to legal requests and business initiatives
- Champion the evaluation, selection, and implementation of AI-driven data analytics tools, platforms, and technologies to ensure efficiency, precision, and scalability
- Establish and maintain relationships with external service providers; ensure compliance with service level agreements and quality standards
- Actively manage team performance through goal setting, regular feedback, and annual evaluation; foster employee engagement and a collaborative team culture
- Keep current on developments in the e-discovery industry, including best practices, technological advancements, and changes to the law and/or regulatory framework impacting data stakeholders; serve as a subject matter expert regarding same

Qualifications

- Admission to and active bar membership in a relevant jurisdiction(s)
- Minimum of 8 years of experience in e-discovery, litigation support, and legal technology working for a large corporation, law firm, e-discovery service provider, or the government
- Minimum of 5 years of leadership experience

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- Expertise in the applicable court rules of practice in the relevant jurisdiction(s), Legal Data Intelligence (LDI) model, and the Electronic Discovery Reference Model (EDRM) as well as data preservation, collection, processing, review, and analysis strategies
- Working knowledge of the Information Governance Reference Model (IGRM) as well as the regulatory framework surrounding data protection and privacy
- Technical proficiency working with e-discovery technology, including proven success leveraging AI-driven data analytics tools, platforms, and technologies to optimize and accelerate review and analysis of large volumes of data
- Excellent problem-solving skills with an interest in and aptitude for risk management
- Strong communication and interpersonal skills, with the ability to lead a diverse team and maintain cross-functional relationships throughout the organization

Other Skills, Experience, and Certifications

- Law degree or equivalent legal education
- Experience building and scaling an e-discovery, litigation support, or legal technology function
- The following certifications are valuable in demonstrating relevant knowledge and experience: Certified E-Discovery Specialist (CEDS); Certified Information Privacy Professional (CIPP); Certified Information Governance Professional (IGP); Certified Information Professional (CIP); Certified Records Manager (CRM); Certified Information Security Manager (CISM); Certified Information Systems Security Professional (CISSP)