



Consultant (Hybrid–London)

Sky Discovery is seeking an eDiscovery Consultant to join our dynamic team.

The ideal candidate will have over 4 years of hands-on experience leading eDiscovery and eDisclosure projects within the legal, governmental, or corporate sectors in England & Wales. This includes backgrounds in consultancies, law firms, law enforcement agencies, government bodies, or corporate legal departments. You will be responsible for managing medium- to large-scale cases for key clients, ensuring exceptional service and maintaining high levels of client satisfaction.

Beyond your core project management duties, you will play a vital role in contributing to the team's growth and development. This involves actively participating in business development efforts, supporting the implementation and enhancement of proprietary software solutions, and continuously refining company procedures. Many of these responsibilities will be executed through special projects that often require coordination and collaboration with our global offices.

Key responsibilities encompass designing and managing workflows within Relativity, delivering comprehensive training sessions, advising on analytics workflows, and developing custom applications to meet client needs. You will guide clients by sharing best practices, assist in designing effective data collection strategies, and identify operational efficiencies to ensure consistent quality and process improvement.

In daily client and internal communications, you will clarify complex technical and legal issues, prioritise tasks effectively, and oversee the progress of multiple projects. You will also support our sales efforts by promoting our services and demonstrating our capabilities to prospective and existing clients.

Maintaining quality assurance is critical; therefore, you will perform thorough checks, adhere strictly to established processes, and ensure timely project delivery. Your administrative responsibilities include maintaining accurate project documentation, managing billing processes, and staying informed about the latest industry developments and emerging technologies.

IT security and compliance are essential components of the role. You will follow organisational data security policies, promptly report any security incidents, and contribute to ongoing risk assessments to safeguard client data and company assets.

We are committed to attracting professionals who are dedicated to excellence and continuous improvement. Our ideal team members are those eager to uphold Sky Discovery's high standards of service, innovation, and integrity in everything they do.

Key Role Responsibilities

Relativity Review process

- Design and create workspaces based on project specifications
- Set up and conduct Relativity training sessions
- Create project objects, users, permissions, etc., in Relativity
- Configure analytics workflows such as email threading and categorisation
- Manage Active Learning projects, advise clients on best practices, and draft tailored recommendations based on their case strategy, budget, and resources
- Identify efficiency opportunities for Sky Discovery and help clients maintain consistency and quality
- Assist clients with keyword term development and correct syntax use
- Collaborate on developing and implementing Sky Discovery Custom Applications

Client & Communication

- Educate clients on best practices and industry standards
- Guide clients and internal teams, simplifying complex issues
- Ensure instructions are clear and tailored to the experience level of recipients
- Prioritise tasks aligning with client and business needs
- Support clients with collection strategies and workflows
- Respond to queries in line with Sky Discovery's SOPs
- Lead or attend meetings on new and existing matters
- Delegate and escalate tasks appropriately
- Proactively monitor project needs and progress, offering suggestions
- Anticipate and address common issues early to prevent errors

Sales & Marketing

- Support the sales team by promoting Sky Discovery's services
- Demonstrate services remotely or in person to potential clients and partners
- Stay informed on company messaging, new products, and services

Quality Assurance

- Own and oversee all tasks throughout the project lifespan
- Require secondary review for high-risk actions such as batching, searching, and reporting
- Follow Sky Discovery's standard processes
- Perform quality checks before delivery
- Ensure documents meet protocol standards
- Proofread client emails to prevent errors
- Report any mistakes immediately
- Complete tasks within agreed timelines

Admin & Other Duties

- Uphold client confidentiality at all times
- Maintain detailed records of client data
- Accurately report and manage billing daily
- Prepare and verify monthly invoices
- Stay updated on eDiscovery industry developments, disclosure rules, and upcoming changes

IT & Security

- Comply with all organisational information security policies
- Report security breaches immediately
- Contribute to risk assessments when needed.

About Sky Discovery

Our global team of lawyers, eDiscovery experts, technicians, and innovators make our market-leading work possible. We offer around-the-clock specialist support alongside market-leading custom tools and workflows designed to enhance Relativity's core functionality.

In partnership with our clients, Sky Discovery supports disputes, regulatory responses, and investigations in Australia and the UK. We truly understand the challenges of discovery and disclosure and know how to make a positive difference. AI or otherwise, we always find practical solutions to make lawyers' lives easier.

[Meet our team >](#)

We're growing a team that embodies our core values with the right balance of legal, eDiscovery and technology experience. People enjoy and do their best work when they feel like they belong – included, valued, and equal. The company we want to create means being a great place to work for everyone.

Join our global team of experts – a mix of lawyers, eDiscovery and eDisclosure experts, technicians, technologists, and innovators.

If you are interested in applying for this position. Please send your CV and covering letter to:

[jointheteam@skydiscovery.co.uk >](mailto:jointheteam@skydiscovery.co.uk)

"Sky Discovery is a true trailblazer in its field, and it should be commended for its hard work and dedication to providing quality services. I know that the team at Sky work hard and genuinely cares about fostering relationships with the people behind the business."

Senior Associate Large National Class Action Firm

"Based on my contrasting experience with similar competitors, I believe Sky Discovery provides market-leading service and value."

Principal Specialist Construction Law Firm

"Since its inception, I have worked closely with Sky Discovery and am consistently impressed by their responsiveness, adaptability, and initiative."

Partner Large International Law Firm

"Sky Discovery's assistance in the review process—with state-of-the-art AI tools—has been invaluable. Giving us tailor-made solutions is what makes them stand head and shoulders above the rest."

Commodities Partner Large International Firm

"The team delivers a great experience from start to finish. Everything feels well-organised and professional. There's clear attention to detail, high-quality solutions, and strong technical knowledge."

Senior Associate Specialist UK Law Firm