

## e-Discovery Analyst

<b>Team:</b>	<b>Operations   Forensic Services</b>
<b>Reports to:</b>	<b>Manager Forensic Services</b>
<b>Direct reports:</b>	<b>None</b>
<b>Indirect reports:</b>	<b>None</b>
<b>Delegations:</b>	<b>None</b>
<b>NZSIS Clearance:</b>	<b>Confidential, if required</b>
<b>Location:</b>	<b>Auckland or Wellington</b>
<b>Travel:</b>	<b>Occasional</b>

### Being a Public Servant

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Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

### Position purpose of the e-Discovery Analyst

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- Manage investigative material that has been ingested into our evidence management platforms.
- Ensure that the evidence is preserved, well organised and available for our investigative teams.
- Ensure that information is uploaded to the system accurately, data quality is maintained, and trouble-shoot when errors.
- Preserve legal professional privilege and ensure our disclosure obligations are met.
- Manage the flow of evidence from multiple sources, such as from the SFO's electronic forensic unit and evidence obtained from use of SFO powers.
- Use specialist platform knowledge to advise and assist the investigation teams with the analysis and interpretation of data.
- Provide systems user training and support.
- Use advanced system functionality knowledge to test new systems enhancements, provide recommendations, and oversees implementation.

## What we do matters – Our purpose

The Serious Fraud Office (SFO) is a highly specialised government department whose purpose is to protect New Zealand’s financial and economic wellbeing. We do this through our mission of disrupting and deterring serious or complex fraud through prevention, investigation, and prosecution.

## How we do things – our Values

Integrity First | Ngākau tapatahi

We do what’s right, with independence, fairness and courage.

Sharp on Purpose | Kōpere

We act with clarity and intent, focusing our energy on what matters most

Stronger Together | He waka eke noa

We back each other, share ideas and work as one team

What you will do to contribute	As a result, we will see
<p><b>Platform Administration</b></p> <ul style="list-style-type: none"> <li>• Implement the development, testing and change process.</li> <li>• Recommend, document, and implement process changes</li> <li>• Gather user and internal customer requirements and provide advice on the capability of the system.</li> <li>• Troubleshoot errors and propose fixes.</li> <li>• Communicate system capability and limitations to internal customers.</li> </ul>	<ul style="list-style-type: none"> <li>• Proficiency with all functionalities of the system, particularly advanced level actions.</li> <li>• Requirements are accurately detailed and communicated, and thoroughly tested prior to implementation.</li> <li>• Errors are detected, investigated, and effective fixes are proposed.</li> <li>• Internal customers clearly understand system capability and limitations.</li> </ul>
<p><b>Knowledge and Capability</b></p> <ul style="list-style-type: none"> <li>• Maintain an in-depth knowledge of the functions, capabilities and limitations of the evidence management platforms.</li> <li>• Support operational users to improve their capability to use the platforms.</li> <li>• Stay appraised of new functionality and test new features as they are released.</li> <li>• Obtain / maintain professional certifications relating to the evidence management platforms.</li> <li>• Identify opportunities for continuous improvement for the evidence management systems, processes, and knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>• The SFO makes use of the features that will best assist our investigation.</li> <li>• Users are well trained and equipped to confidently execute their systems tasks.</li> <li>• Efficiency of reviewing data is maximised.</li> <li>• Our users can confidently make use of the advanced features within the platform.</li> <li>• We are a leading agency when it comes to utilising the advanced features within the platform.</li> <li>• Opportunities are identified for continuous improvement to the evidence management systems, processes, and knowledge.</li> </ul>
<p><b>Investigations</b></p> <ul style="list-style-type: none"> <li>• Manage evidential or disclosable material within the evidence platforms.</li> <li>• Quality control information hosted within the evidence management platforms.</li> <li>• Import electronic evidence into evidence management platforms from a variety of sources.</li> <li>• Assist the investigation team with investigative tasks within the platform.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence is processed efficiently and accurately</li> <li>• The information hosted within the platform is well managed and enables the investigation team to efficiently and effectively review evidence</li> <li>• Issues are quickly identified and remedied in a timely manner</li> <li>• Storage demands are mitigated and opportunities to reduce cost are identified and implemented.</li> </ul>

What you will do to contribute	As a result, we will see
<ul style="list-style-type: none"> <li>Complete evidence management tasks relating to the long-term storage and retention of data including archiving.</li> </ul>	
<p><b>Prosecutions</b></p> <ul style="list-style-type: none"> <li>Work with the investigation teams to identify, categorise and manage document disclosure sets.</li> <li>Prepare material for electronic disclosure.</li> <li>Prepare and administer disclosure workspaces.</li> <li>Maintain a thorough understanding of the SFO's disclosure processes.</li> <li>Use disclosure process knowledge to support the investigation teams.</li> </ul>	<ul style="list-style-type: none"> <li>The SFO meets its disclosure obligations.</li> <li>Disclosure is provided in a timely manner in a format that ensures optimal access for external parties.</li> <li>Our disclosure processes are efficient and well implemented.</li> </ul>
<p><b>Privilege and Document Security</b></p> <ul style="list-style-type: none"> <li>Manage the integrity and security of all information which is subject to either a privilege protocol process or any other condition which restricts document access.</li> <li>Work with the Forensic Services Team and investigation team to complete tasks relating to the privilege protocol process.</li> <li>Carry out privilege searches on behalf of the investigation team.</li> <li>Document the actions taken to secure and maintain document security.</li> <li>Maintain a thorough understanding of the SFO privilege protocol process.</li> </ul>	<ul style="list-style-type: none"> <li>Material subject to a privilege claim is identified and secured.</li> <li>The integrity of the privilege protocol process is maintained.</li> </ul>
<p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>Work collaboratively with the e-Discovery team and wider Forensic Services Team to ensure that tasks relating to document management are completed.</li> <li>Provide support and additional surge capacity to the Operations Support Coordinator to ensure service delivery.</li> </ul>	<ul style="list-style-type: none"> <li>The Forensic Services Team delivers a high level of support to the Operations team.</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>Develop and maintain effective working relationships.</li> <li>Demonstrate teamwork and contribute to shared team goals.</li> </ul>	<ul style="list-style-type: none"> <li>Effective working relationships built on trust and confidence.</li> <li>Consistent and positive feedback.</li> </ul>
<p><b>Risk Management and Compliance</b></p> <ul style="list-style-type: none"> <li>Be cognisant of risks and mitigate.</li> <li>Raise risks with the Manager Forensic Services.</li> </ul>	<ul style="list-style-type: none"> <li>Organisational risk is minimised, mitigated, or managed appropriately.</li> <li>Reporting aligns with legal and regulatory requirements.</li> </ul>

What you will do to contribute	As a result, we will see
<b>Wider SFO Systems and Processes</b> <ul style="list-style-type: none"> <li>Comply with agreed systems and application access and use policies and protocols.</li> <li>Enter and update data accurately and comprehensively.</li> </ul>	<ul style="list-style-type: none"> <li>Reporting meets the needs of stakeholders.</li> <li>Use of systems and applications align with agreed policies and protocols.</li> <li>Data is entered and updated in systems and applications accurately, comprehensively, and in a timely manner.</li> <li>Systems, applications, and data risks are effectively avoided or mitigated.</li> </ul>

Who you will work with to get the job done	
Internal	Forensic Services Team
	Legal and Corporate
	Operations Team
	Wider SFO
External	Government Agencies

Your competency profile	What you will bring specifically
<p>Keys to Success:</p> <ul style="list-style-type: none"> <li>Action orientated</li> <li>Manages complexity</li> <li>Customer focus</li> </ul>	<p>Experience:</p> <ul style="list-style-type: none"> <li>e-Discovery System Administration experience</li> <li>Supported investigations and prosecutions from an information management perspective</li> </ul> <p>Skills:</p> <ul style="list-style-type: none"> <li>Relativity user skills or similar e-Discovery systems</li> <li>e-Discovery system certifications preferred</li> <li>Effective relationship skills</li> <li>Advanced Office365 user</li> <li>Understanding of systems administration and back-end development</li> <li>Effective workflow management skills</li> <li>Effective influencing skills</li> <li>Ability to work effectively when under pressure and with time constraints</li> <li>Ability assess and prioritise tasks</li> <li>Demonstrate initiative</li> <li>Effective written and verbal communication skills</li> <li>Effective negotiating skills</li> <li>A growth mindset</li> </ul>