

# Lead Legal Data Analyst

## LexisNexis – Raleigh, NC

The Lead Legal Data Analyst is responsible for product vision and priorities regarding data analysis, model training data, feedback on model performance, and tools needed to support data science, natural language processing, and machine learning efforts. The Lead Legal Data Analyst will work with a team of talented data scientists and engineers who are building cutting edge machine learning solutions on legal data, and he or she will lead a team of subject matter experts and annotators, all of whom have expertise in the legal domain and legal data.

The role is responsible for ensuring that our natural language understanding, data science, and machine learning efforts are supported with high quality, bias-free data analysis, training data, and ratings, all delivered according to agile and lean best practices so that the teams can learn and invent quickly. This role will have frequent interaction with both data scientists and legal experts and will need to facilitate effective communication and collaboration between these 2 groups. The ideal candidate will have a passion for working in the legal domain and a proven track record in either a machine learning or legal knowledge management organization as an exceptional team leader who has delivered on complex data analysis projects.

### Responsibilities:

#### *Vision and priorities*

- Responsible for developing a product vision and managing priorities regarding legal data analysis, model training data, and feedback on model performance for natural language processing, machine learning, and the associated data science efforts.
- Ensures that the legal annotation team has the tools, processes, training, and guidance needed to support their work in terms of quality, speed, and scale.
- Implements best practices in the creation and maintenance of training data and relevance ratings.
- Advocates for the creation of ethical, bias-free training data.
- Applies agile, lean, and continuous improvement methodologies so that LexisNexis can beat its competitors to market with valuable solutions for customers and lead the legal market in applied data science, natural language processing, and machine learning technologies.

#### *High quality data analysis, training data, and ratings*

- Responsible for the creation, curation and maintenance of high quality training data.
- Responsible for providing accurate data analysis and relevance ratings according to industry best practices.
- Responsible for ensuring that data science efforts are focused on the correct data, and that data issues, including bias or privacy concerns, are identified early in the process.

### *Team management*

- Leads a service-oriented team of subject matter experts and legal annotators.
- Responsible for continuously building the team's knowledge and skills according to the data analysis needs of the machine learning program.
- Facilitates prioritization, effective decision-making, communication and collaboration to ensure the smooth and rapid flow of work through the team.
- Builds and continuously improves the workflow processes of the team.
- Assesses resource needs, acquires, and deploys team members to allow maximum scalability, efficiency, and speed.
- Encourages autonomy, growth mind-set, entrepreneurship, and creative problem solving by team members.

### *Data-Driven Decision-Making & Analysis*

- Actively gathers data from appropriate sources to assess progress against objectives, continuously improve, and drive solutions to business problems and issues of consequence to the machine learning program and the company.
- Evaluates hypotheses in a quantitative manner.
- Generates new ideas by analyzing data for insights.

### *Operational excellence and Lean practices*

- Uses agile and lean approaches to support fast feedback loops and learning and ensure speed to market of machine learning products and features.
- Continuously improves team workflows, processes, and ability to scale resources and output.
- Strives for operational excellence and proactively removes obstacles to frictionless execution.

### **Required Education and Professional Experiences:**

- Juris Doctorate or Masters in Library Science or Bachelor's degree in Computational Linguistics or Linguistics
- 4+ years professional experience in either legal data / legal knowledge management, or experience working in a machine learning program building high quality training data
- 4+ years of professional experience in an operations role working with data scientists in creating models, or working with legal analysts / researchers to produce legal analysis
- 4+ years of professional experience managing the daily work expectations, coaching and mentoring of others
- Familiar with machine learning and Natural Language Processing technologies and processes.

- Familiar with common data structures and database types.
- Proficient in searching and retrieving data from common database types.
- Proficient in querying, retrieving and analyzing data from different database systems and rendering it into consumable forms using software such as Excel, Looker, Tableau or other similar programs.
- Background in working with or understanding of agile and lean methodologies
- Background in working with or understanding of continuous improvement and Lean Six Sigma

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