E-Discovery Analyst

E-Discovery and Analytics, Enforcement Branch
Permanent, Full-Time
File #18-109

The **Ontario Securities Commission (OSC)** is the statutory body responsible for regulating Ontario's capital markets in accordance with the mandate established in the provincial Securities Act and the Commodity Futures Act. The Commission's mandate is to provide protection to investors from unfair, improper or fraudulent practices, to foster fair and efficient capital markets and confidence in capital markets, and to contribute to the stability of the financial system and the reduction of systemic risk.

We offer a diverse, fair, and flexible work environment and take pride in our challenging and rewarding work.

The E-discovery and Analytics business unit with the Enforcement Branch is currently hiring for the position of **E-Discovery Analyst**. This is an exciting opportunity to be part of a team that uses cutting edge technology to support the organization in delivering fair, vigorous and timely enforcement. The E-Discovery Analyst will work in a fast-paced, dynamic and multi-disciplinary team to collect, parse and analyze evidence for the most complex instances of market manipulation, insider training and other violations of the Securities Act.

Key skills and responsibilities of this role include, but are not limited to:

• Providing e-Discovery and litigation support to the Enforcement Branch.
• Receiving, logging, and preparation of digital media, and scanning of paper documents for ingestion into e-Discovery platforms, including Summation and Ringtail.
• Creating electronic productions for disclosures, hearing briefs and crown briefs. (Tiff/Text, native, Mixed, Concordance, Summation, etc.)
• Supporting document preparation for electronic hearings, including hyperlinked indices and searchable PDF's.
• Provide training, advice, and end-user support to Enforcement staff, including troubleshooting IT issues related to e-Discovery platforms.

To be successful in this role, the ideal candidate will have completed a post-secondary program in information technology, litigation support, or equivalent, with relevant 3+ years of e-Discovery experience. The ideal candidate will have a strong ability to work independently or as part of a team and flexibility to meet strict and immediate deadlines in a dynamic environment. The candidate brings a solutions-based approach to solving problems, strong service-oriented attitude, and flexible and clear communications skills that will aid the E-Discovery and Analytics unit in providing timely and efficient support to the Enforcement branch. A strong background in Information Technology (IT) will be required, along with advanced skills with Microsoft Office, Adobe Acrobat products, and knowledge of the Electronic Discovery Reference Model (EDRM). Experience with database administration and languages would be considered an asset (e.g. MS-SQL, Oracle, T-SQL, PL-SQL). Working with the E-Discovery and Analytics unit will require working with highly confidential information pertaining to high profile investigations, as such, members of the unit must be relied upon to exercise appropriate discretion and good business judgement.

Grow your career and make a difference working at the OSC.

Apply online at **www.osc.gov.on.ca/en/careers.htm**, by **Friday, March 22, 2019**.
We thank all applicants for their interest in the Ontario Securities Commission. We will contact those selected for an interview.

The OSC is committed to providing an inclusive workplace environment that meets the accessibility needs of employees with disabilities. Please go to Accessibility at the OSC to review the OSC's policies on accessibility and accommodation in the workplace.