

ASSOCIATE DIRECTOR OF ARTIFICIAL INTELLIGENCE - KNOWLEDGE TRANSFORMATION

Reports to the Director of Artificial Intelligence - Legal Innovation

Role Overview

The Associate Director of Artificial Intelligence - Knowledge Transformation leads the firm's efforts to create, maintain, and apply legal knowledge resources at scale through AI systems.

The role reports to the Director of Artificial Intelligence – Legal Innovation and works in close partnership with other members of the AI & Legal Innovation team, the Knowledge Management team, and the broader Technology and Information Services Department to advance the firm's capabilities in leveraging its collective knowledge through AI systems and in re-engineering how the firm's knowledge is efficiently managed and deployed for the benefit of the firm's lawyers and clients.

The Associate Director is responsible for leading a team of expert knowledge professionals who are focused on identifying, curating, structuring, and optimizing the firm's transactional precedents, playbooks, and accumulated practice expertise for use in AI-powered systems. This includes developing knowledge taxonomies, creating structured data repositories, establishing quality standards for knowledge assets and systems, and ensuring that AI systems can effectively retrieve and apply the firm's institutional knowledge at scale across the firm. In addition, the Associate Director is responsible for ensuring the learning and development of all members of the knowledge transformation team, including their expert application of AI technologies.

As a core member of the Legal Innovation team, the Associate Director collaborates closely with Innovation Attorneys, Knowledge Management Lawyers, practice group leadership, and other stakeholders to ensure knowledge assets are aligned with real-world practice needs and optimized for utilization as AI context. The role also actively contributes to a shared knowledge ecosystem within the department, fostering information exchange, coordinated planning, and collective advancement of innovation priorities.

Essential Duties and Key Responsibilities

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

- Leads and develops a team of expert knowledge professionals responsible for transforming the firm's institutional legal knowledge into AI-ready assets, providing strategic direction, performance oversight, coaching, and professional development while ensuring all team members maximize their effective use of AI to better serve the firm.

- Defines and implements the firm's knowledge transformation strategy, establishing multi-year roadmaps for converting transactional precedents, contract templates, and practice playbooks into structured, AI-optimized knowledge repositories.
- Establishes and oversees knowledge engineering standards, including taxonomies, metadata schemas, tagging conventions, and quality assurance protocols to ensure consistency, accuracy, and retrievability of knowledge assets across AI systems at scale across the firm.
- Oversees the development and maintenance of structured knowledge repositories, including clause libraries, negotiation playbooks, market terms databases, brief banks, motion templates, litigation strategy guides, and practice-specific guidance materials optimized for utilization as AI context.
- Partners closely with Innovation Attorneys, Legal Engineering teams, Knowledge Management Lawyers, AI Services Attorneys and other technology colleagues to ensure knowledge assets are effectively integrated into AI-powered workflows for document drafting, due diligence, contract analysis, deal execution, legal research, brief drafting, and case strategy development.
- Establishes and monitors KPIs, quality metrics, and utilization measures for knowledge assets, using data-driven insights to guide prioritization, optimization, and expansion of knowledge transformation initiatives.
- Directs research and development efforts to identify opportunities for enhanced knowledge capture and AI optimization, staying current with advances in knowledge graphs, semantic search, retrieval-augmented generation, and legal AI applications.
- Oversees pilot programs and proof-of-concept initiatives for new knowledge transformation methodologies and AI integration approaches, setting evaluation standards, defining success criteria, and governing deployment decisions.
- Develops and leads training and enablement programs to help attorneys and staff effectively contribute to and utilize the firm's AI-ready knowledge assets.
- Collaborates with AI platform vendors and internal technology teams to provide feedback on knowledge integration requirements, identify enhancement opportunities, and influence product development to better leverage the firm's knowledge assets.
- Collaborates closely with the AI and Innovation and Knowledge Management leadership on knowledge strategy, ensuring alignment between knowledge transformation initiatives, broader AI innovation objectives, and existing knowledge management services.
- Contributes actively as a senior leader of the Legal Innovation team and a leader within the Technology Department by fostering information exchange, coordinated planning, and collective advancement of department priorities.

- Provides regular strategic updates on knowledge transformation progress, quality metrics, utilization data, and roadmap direction to firm leadership and relevant governance bodies.
- Represents the firm externally at conferences, panels, and industry forums focused on legal knowledge management, AI, and innovation, strengthening market presence and cultivating strategic relationships.
- Promotes a culture of accountability, collaboration, innovation, and continuous improvement across the team.

Knowledge, Skills & Abilities

- Deep expertise in knowledge management, taxonomy development, information architecture, with the ability to structure complex legal content for optimal AI consumption and retrieval.
- Strong understanding of transactional legal practice, including M&A, finance, and capital markets workflows, with the ability to identify and curate high-value precedents and practice knowledge; familiarity with litigation practice also valued.
- Advanced knowledge engineering capabilities, including developing taxonomies, metadata schemas, tagging standards, knowledge repositories, and quality assurance frameworks for AI-powered legal tools.
- Technical aptitude with AI systems and familiarity with concepts such as retrieval-augmented generation, semantic search, knowledge graphs, vector databases, context window optimization, and various paradigms for providing context to agentic systems.
- Demonstrated ability to design and implement scalable governance frameworks that support disciplined curation, quality control, and lifecycle management of knowledge assets.
- Proven leadership experience managing and developing high-performing professionals, including coaching, performance oversight, delegation, and succession planning.
- Exceptional executive communication skills, with the ability to influence and align senior stakeholders, attorneys, technology leaders, and administrative leadership around strategic priorities.
- Ability to manage complex, long-term, cross-functional initiatives while balancing competing demands, resource constraints, and evolving strategic objectives.
- Strong stakeholder management and organizational awareness, with the ability to navigate matrixed environments and build alignment across transactional and litigation practice groups, technology teams, and knowledge management.

- Experience leading training and adoption strategies for knowledge systems and AI tools, ensuring attorneys and staff achieve proficiency and sustained engagement with new technologies.
- Demonstrated ability to define and oversee quality metrics, accuracy measures, and utilization frameworks, using data-driven analysis to drive continuous improvement of knowledge assets.
- Proficiency in enterprise applications, including Microsoft Word, PowerPoint, Excel, and Visio.
- Sound judgment, discretion, and risk awareness, with the ability to escalate appropriately and advise leadership in complex organizational contexts.

Position Specifications

Typical Experience

- Minimum of 10 years' experience in knowledge management, legal technology, or legal practice, with demonstrated experience in knowledge engineering, taxonomy development, or AI systems required.
- Previous management experience required.
- Experience in transactional legal practice strongly preferred; litigation practice experience also valued.

Education

- Bachelor's degree is required, preferably in Law, Library Science, Information Science, Computer Science, or a related field; J.D. required.

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- All Latham & Watkins positions are in a typical indoor office environment

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.