

Associate Director of Artificial Intelligence - Legal Innovation

Department: GSO Technology

Organizational Relationship: Chief Information Officer

FLSA Status: Exempt

Last Updated: May 1, 2025

General Summary:

The Associate Director of Artificial Intelligence – Legal Innovation will support the development and implementation of the firm’s Artificial Intelligence (AI) strategy, with a focus on legal product and support, legal training, client offerings, and AI application management. This role will work closely with the Technology and Information Services Department leadership, the Office of the General Counsel, and the Technology, Ethics, Security, and Data Privacy Committees. The Associate Director will act as the subject matter expert on AI and Machine Learning (ML) disciplines through a legal lens, providing thought leadership on emerging topics and trends, while collaborating with others in the department to enhance client service, streamline processes for practice groups, and improve business outcomes.

A significant portion of their role will be to collaborate with practice groups and administrative departments in the firm to foster innovation and AI-driven legal transformation for attorneys across the firm. The Associate Director will manage a team of Innovation Attorneys and other AI technical staff, incorporating the practical insights of practicing lawyers into the implementation of AI to deliver innovative solutions and generate value across various legal practices and departments.

The Associate Director will lead the efforts of the Innovation Attorneys to ensure the firm’s AI-based legal technology offerings are effectively meeting the needs of practicing lawyers and clients. In addition, they will work closely with Technology and Information Department leadership to promote the use of AI and ensure that its use is aligned with business and client objectives.

Essential Duties and Responsibilities

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

1. Assists in developing and executing a comprehensive AI strategy, aligning technological innovations with the firm's legal objectives and needs
2. Ensures ethical considerations and responsible data governance principles are integrated into all AI-related endeavors; coordinates with others in the Technology and Information Services Department, including the cybersecurity and AI governance team, to ensure the secure handling and storage of sensitive data, complying with data protection regulations and client expectations

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3. Manages the day-to-day operations of Innovation Attorneys and AI Application team, providing strategic direction and fostering their professional development; cultivates a culture of innovation and encourages curiosity, experimentation, and learning within the team and across the firm
4. In collaboration with attorney stakeholders, TACE leadership, and others within the Technology and Information Services Department, provide a leadership role in designing, implementing, and presenting innovation-focused attorney trainings across the firm (such as at AI Academy)
5. Drive AI engagement across legal practice groups by collecting and highlighting lawyer testimonials, effective use cases, and strategic opportunities at key case and deal milestones
6. Attend innovation-focused conferences to maintain a current understanding of the AI landscape from both legal and ethical perspectives to guide decision-making and engagement strategies
7. Identifies, evaluates, and advocates for innovative AI-based legal technology solutions that improve operational efficiency and client service
8. Collaborates with the technology development and data integration teams to design effective strategies for connecting systems and advising on data structures
9. Communicates effectively with firm leadership and key attorney stakeholders about progress, challenges, and outcomes related to the firm's AI and innovation initiatives
10. Stays informed of emerging trends in ML, NLP, LLMs and generative AI and legal tech, maintaining a future-focused perspective that enables the firm to stay ahead of industry developments
11. Oversees the development of testing frameworks for various LLM models and generative AI tools; works closely with the Human Capital and HR teams to recruit, coach, motivate, counsel and discipline departmental employees as necessary
12. Promotes seamless and structured transition of projects between the AI legal innovation team members and other groups within the Technology and Information Services Department, including the Artificial Intelligence – Business Solutions team, and acts as escalation point for colleagues across the firm
13. Actively researches and stays abreast of new AI technologies that could impact legal service delivery; provides analysis and updates of these new technologies and industry trends to the Technology and Information Services Department as well as firm and practice group leadership
14. Engages with practice group leadership and staff directly supporting the practice to understand the technology needs of the firm's lawyers at the practice group level; assists in developing technical strategies to improve efficiency, and to make recommendations for how to integrate innovative technology systems into the practice group's workflow
15. Communicates with the lawyer population by designing, preparing and delivering technology innovation and AI presentations and training
16. Oversees the design, execution, and evaluation of AI legal training across the firm in collaboration with the firm's Attorney Development team
17. Participates in Technology and Information Services leadership conference calls to understand firm strategies and updates group regarding current projects

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18. Coordinates with other areas or departments of the firm where overlap exists to develop efficient procedures and communications to streamline processes and satisfy various department needs
19. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree in Computer Science, Artificial Intelligence, or related field is strongly preferred
- J.D. from an ABA-accredited law school is preferred
- Additional management experience and/or qualifications in business administration or a related field preferred

Work Experience

- A minimum of six years' experience in a professional services law firm or corporate legal department, with at least three years' experience in a leadership role related to technology innovation and AI, preferred
- A minimum of three years' managing a team of professionals, preferably in the technology space, required
- Demonstrated experience in managing cross-functional teams and projects required
- Two (2) to four (4) years relevant law firm experience as an innovation and/or practicing attorney preferred but not required

Knowledge, Skills, and Abilities

- Extensive knowledge of AI technology, data governance, and ethical considerations in the context of a legal environment
- Technical background in data analysis, Machine Learning, Natural Language Processing and other AI-based technologies
- Knowledge of data visualization and dashboarding tools
- Excellent leadership skills (e.g. organizing, planning, problem-solving and decision-making) necessary for effective management
- Ability to communicate complex technology concepts to diverse audiences
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions
- Ability to translate lawyer or business needs into project requirements and plans
- Excellent professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm and with clients
- Demonstrated capability to foster innovation and drive organizational change
- Ability to plan projects and coordinate the work of others to ensure compliance, accuracy and effective time management

Physical Demands

- Regular travel required

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Working Conditions

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.