

Early Career Development Senior Manager – Business Services

PeopleSoft Job Code / Title:
Department / Subdepartment: Human Capital & Talent
Organizational Relationship: Reports to Senior Director of Professional Development
FLSA Status: Exempt
UCM Level: N/A
Last Updated: March 14, 2025

General Summary:

The Early Career Development Senior Manager – Business Services (the “Senior Manager”) is responsible for strategic oversight of the firm’s early business services talent and programs, including the Business Services Training Program (BSTP). In close collaboration with firm leadership, the Senior Manager will help create, elevate and standardize critical components of the employee lifecycle across offices and verticals, including recruiting, development, performance management, compensation, and retention. The Senior Manager also looks to identify and deploy best practices, allocate resources, and assess the early career opportunity landscape across the firm.

Essential Duties and Key Responsibilities:

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

1. Provide strategic oversight for the firm’s early career talent at each stage of the employee lifecycle by coordinating, aligning, and optimizing firm assets and resources. This includes analyzing current capabilities, forecasting future needs, and identifying gaps in skills, numbers, or roles.
2. Develop and share best practices across offices and business service functions for early career talent; coordinate BSTP and other program leadership via regular calls and periodic meetings to facilitate the exchange of information regarding this talent pool.
3. Collaborate closely with the Business Services Recruiting team to optimize early career staffing across offices.
4. Consolidate performance feedback into a structured talent readiness framework to assess and manage the preparedness of early career talent for new roles or responsibilities, and to identify those not meeting minimum expectations.
5. Partner with the Global Learning and Development team to create comprehensive learning tracks that enhance readiness. Contribute to the development and facilitation of both in-person and virtual programs to promote engagement, networking, knowledge sharing, and skill development.
6. Collaborate frequently with the Career Navigator team to ensure early career talent receives consistent feedback, coaching, and mentorship that align with the readiness assessment and complement the functional performance review process.
7. Regularly collaborate with department leaders to assess the workforce plan, confirm talent readiness, and identify career pathways for early career talent.
8. Oversee local management of internships, including assessing internship needs in conjunction with BSTP rotation needs, and liaising with Business Services Recruiting on the intern recruiting and offer process.
9. Facilitate the development of undergraduate internship feeder programs and implement a performance management framework to identify top-performing individuals for entry into the BSTP after graduation.

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10. Complete special office and/or firm projects on various issues as needed.
11. Promote effective work practices, work as a team member, and show respect for co-workers.

Knowledge, Skills & Abilities

- Excellent and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer-service focus
- Strong communication skills, both written and verbal
- Excellent leadership skills (e.g., organizing, planning, problem-solving and decision-making) necessary for effective management
- Ability to lead as well as participate in and contribute to cross-departmental projects
- Ability to handle confidential and sensitive information with the appropriate discretion
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines; ability to conform to shifting priorities, demands and timelines
- Ability to develop and apply a strong knowledge of firm policies and procedures
- Knowledge and proficiency in PC applications, including MS Office

Position Specifications

Education

- Bachelor's degree or equivalent required; focus Human Resources or related field preferred
- Eight (8) years' human resources experience may be considered in lieu of a degree

Typical Experience

- A minimum of eight (8) years' experience in human resources, learning and development, or related fields required
- A minimum of four (4) years' supervisory experience preferred
- Experience with developing, implementing, and administering learning and development programs, preferably in a professional services environment

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.