

Knowledge Management Lawyer (US Antitrust & Competition)

Department: Attorney Development

Organizational Relationship: Reports to the Antitrust & Competition Practice Group Chairs and jointly to the Director of Global Knowledge Management

FLSA Status: Exempt

Last Updated: June 27, 2025

General Summary:

The Knowledge Management (KM) Lawyer (US Antitrust & Competition) is responsible for the thought leadership efforts of the Practice Group, monitoring current legal and regulatory developments and informing attorneys and clients of these developments through emails, bulletins, and other tailored thought leadership pieces. The KM Lawyer also manages and coordinates the creation and delivery of other knowledge assets for the Practice Group, including maintaining frequently used client-facing materials and internal “best-of” resources. The KM Lawyer supports attorneys in the group to work as efficiently as possible and avoid situations where they are “re-inventing the wheel”.

The KM Lawyer will be expected to leverage attorney involvement in the KM effort, in order to create the highest caliber resources and to bring market experience to the knowledge assets of the Practice Group.

The KM Lawyer is not client-facing, although they will create the initial drafts of client communications and may have direct contact with clients to assist in business development efforts (as appropriate). Subject to the requirements of the Practice Group, the KM Lawyer may upon occasion assist with client-billable work and time may be charged out to clients for those services.

Essential Duties and Responsibilities:

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

1. In coordination with the Practice Group Chairs (collectively, the “Chairs”) and with assistance from attorneys in the Practice Group, monitors current legal, regulatory and market practice developments for the Practice Group
2. Prepares communications and tailored thought leadership materials for attorneys and clients regarding these developments (including client alerts, blog posts, newsletters, client presentations and pitches) and identifies, collects and organizes work product for the Practice Group in the relevant knowledge management database
3. Drafts and maintains frequently used client-facing materials (e.g. information exchange guidelines; document creation guidelines; antitrust training materials; etc.).
4. Drafts and maintains internal “best-of” resources (e.g. antitrust efforts clauses; case trackers; etc.).

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5. Provides substantive training to attorneys on competition law matters and with regard to the use of forms and precedent materials, as well as more general training on the knowledge management database and other KM resources
6. Generally acts as a sounding board for technical legal queries from attorneys in relation to competition law matters and supports their preparation for client or industry presentations and round tables
7. Utilizes attorneys within the Practice Group to support the delivery of the KM effort, coordinating their involvement, seeking partner feedback and review as required
8. Completes special projects when necessary
9. Coordinates with other groups/departments of the firm where overlap exists to develop efficient procedures/communications to stream-line processes and satisfy various Practice Group needs
10. Collaborates with the Business Development, Brand & Communications, Technology, Research & Library, and other administrative departments, and the firm's other KM Lawyers, on a knowledgeable and professional level
11. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- JD, or its equivalent, is required.

Work Experience

- A minimum of five years' post qualification experience as a practicing lawyer in a leading international law firm focused on antitrust and competition law required

Knowledge, Skills & Abilities

- Extensive substantive knowledge of antitrust and competition law (both from a substantive and procedural point of view)
- Ability to work independently and deliver on a timely basis
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Outstanding communication skills, both written and verbal
- Meticulous attention to detail
- Client-focused, highly responsive
- Ability to communicate to attorneys about the available resources and promote a culture of knowledge sharing
- Ability to solve problems relating to both technical issues and situations involving the coordination of attorneys, non-attorney staff, and different administrative departments
- Advanced knowledge of the Microsoft Office Suite of programs, including Word, Excel, Access and PowerPoint
- Ability to handle confidential and sensitive information with the appropriate discretion

Additional Requirements

- Occasional travel may be required

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Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

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.