

Knowledge Management Lawyer – Company M&A (US)

Department: Knowledge Management - Attorney Development

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

FLSA Status: Exempt

Last Updated: May 6, 2025

General Summary

The Knowledge Management Lawyer (the “KM Lawyer”) is responsible for managing the creation, organization and delivery of knowledge assets for the US Company M&A practice, helping attorneys to work at the highest level and to avoid situations where they are “re-inventing the wheel”.

The KM Lawyer will support the delivery of a broad portfolio of knowledge management services including the creation of standard forms, practice notes and other substantive knowledge assets, the collation and organization of precedent, the monitoring of legal, market and regulatory developments, the coordination and delivery of training and the handling of legal research and technical queries.

The KM Lawyer will be expected to leverage attorney engagement in order to create the highest caliber resources and to bring practice and market experience to the team’s knowledge assets.

The KM Lawyer is not usually client-facing, although they may help prepare client communications, market surveys and tailored thought leadership and may have direct contact with clients from time to time to assist in business development efforts (as appropriate).

Essential Duties and Responsibilities

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

1. In coordination with the M&A Practice Group Chairs and with assistance from other attorneys in the M&A practice, drafts and maintains standard forms and templates and other knowledge resources for the Company M&A practice.
2. Identifies, collects and organizes work product for the practice group in the relevant knowledge management databases.
3. Monitors current legal, regulatory and market developments for the practice and informs attorneys and clients of important events through emails, bulletins, training or other appropriate means.

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4. Supports the team's training programme and provides substantive training to the team's associates, as well as more general training on the knowledge management databases and KM resources generally.
5. Coordinates and monitors projects under the firm's KM Initiative, working with the attorneys to bring these to fruition and to ensure they meet the team's strategic objectives.
6. Assists attorneys in the selection of preferred documents for each transaction and identifies precedents for future use. Adds annotations and other 'value-add' commentary to the documents where appropriate.
7. Generally acts as a sounding board for ad hoc legal and technical legal queries from attorneys relating to the above practice areas.
8. Acts as the liaison on behalf of the team for information and technology needs; interacts with Business Development, Brand & Communications, Research & Library, Technology and other departments on a knowledgeable and professional level.
9. Coordinates with the firm's other KM Lawyers and with other practices where overlap exists to develop efficient procedures / communications to stream-line processes and satisfy various department needs.
10. Participates in external forums with members of the wider KM community and external service providers in order to keep abreast of industry developments.
11. Completes special projects as and when necessary.
12. Generally fosters a culture of continuous improvement of the team's knowhow.
13. As required, participates in business development activities and prepares external-facing client materials, such as training materials, client alerts and articles.
14. Promotes effective work practices, works as a team member, and shows respect for co-workers.

Position Specifications

Education

- J.D. or equivalent is required.

Work Experience

- A minimum of five (5) years relevant law firm post qualification experience as a practicing lawyer in a leading law firm, focused on M&A.

Knowledge, Skills, and Abilities

- Extensive knowledge of legal documents in M&A.
- Outstanding communication skills, both written and verbal.
- Meticulous attention to detail.
- Superior ability to solve problems and roadblocks relating to both technical issues and situations involving the coordination of attorneys, non-attorney staff, and different administrative departments.

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- Client-focused. Highly responsive.
- Ability to work independently on projects of significant complexity.
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm.
- Ability to manage time well, prioritize effectively, and handle multiple deadlines.
- Ability to handle confidential and sensitive information with the appropriate discretion.

Physical Demands

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

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

Flexible working arrangements will be considered for any suitable candidate.

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.

Location

Any US office