

Knowledge Management Lawyer

PeopleSoft Job Code / Title: 3211 / KM Lawyer
Department / Subdepartment: Technology & Information Services / Knowledge Management
Organizational Relationship: Reports to the Associate Director of Knowledge Management, Senior KM Counsel
FLSA Status: Exempt
UCM Level: N/A
Last Updated: August 5, 2026

Role Overview

The Knowledge Management Lawyer is responsible for managing the creation, organization, and delivery of substantive knowledge assets for their practice group in their given region/jurisdiction (the "Practice"), including the drafting of standard forms and guidance notes, the collation and organization of precedent, the monitoring of legal and regulatory developments and provision of regular current awareness, the drafting of thought leadership, the coordination and delivery of training, and the facilitation of adoption and uptake of AI tools and other innovative technology within the Practice. The Knowledge Management Lawyer leverages attorney engagement in order to create high-caliber resources and to bring market experience to the knowledge assets being produced.

The Knowledge Management Lawyer may have direct contact with clients from time to time to assist in business development efforts (as appropriate). Subject to the needs of the Practice, the Knowledge Management Lawyer may upon occasion assist with client-billable work, and time may be charged out to clients for those services.

Essential Duties and Key Responsibilities

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

1. Monitors current legal, regulatory, and market developments for the Practice and informs attorneys and clients of important developments through the preparation of client alerts, emails, bulletins, training or other appropriate means
2. Drafts and maintains standard forms, guidance notes, and other knowledge resources for the Practice
3. Identifies, collects, and organizes precedent and other knowledge materials for the Practice in the relevant knowledge management database
4. Supports the training program for the Practice and provides substantive training to the team's associates and trainees, as well as more general training on the knowledge management databases and resources
5. Generally acts as a sounding board for ad hoc legal and technical queries from attorneys
6. Leverages attorneys within the team to support the delivery of knowledge resources, coordinating their involvement, seeking partner feedback and review
7. Collaborates closely with members of the Legal Innovation team to ensure development and integration of AI-optimized knowledge repositories
8. Assists the firm's efforts to facilitate the adoption and uptake of AI tools and other innovative technology within the Practice

9. Participates in external forums with members of the wider legal community, industry associations, and external service providers in order to keep abreast of regulatory and industry developments
10. Interacts with the Legal Innovation team, Research Services, Innovation and AI Services Attorneys, and Information and AI Governance team, Business Development, and other Administrative departments on a knowledgeable and professional level
11. As required, supports and participates in client pitches and business development activities
12. Coordinates with the firm's Knowledge Management leadership and other Knowledge Management Lawyers/Counsel and with other practices where overlap exists to develop efficient procedures and communications to streamline processes and satisfy various department needs
13. Completes special projects as and when necessary
14. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Extensive substantive knowledge of the Practice
- 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
- Advanced knowledge of the Microsoft Office Suite of programs, including Word, Excel, PowerPoint and Outlook
- Knowledge of internet and intranet functionality
- Strong customer service skills; ability to respond promptly to incoming requests and act professionally with all patrons
- 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
- Self-starter willing to take the initiative to advance the Practice and perform responsibilities without close supervision
- Understanding of the firm's clients and targets to assist in developing client-specific initiatives based on legal developments
- A keen interest in the future of knowledge management and innovation

Position Specifications*Typical Experience*

- Minimum of five years' relevant law firm experience as a qualified practicing attorney in a leading international law firm required

Education

- JD, Bachelor of Laws degree, or equivalent 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.