

Legal Talent Manager

PeopleSoft Job Code / Title:	7156 / HC&T Manager
Department / Subdepartment:	HC&T / Legal Talent
Organizational Relationship:	Reports to level 6 or above
FLSA Status:	Exempt
UCM Level:	Level 5
Last Updated:	5.14.25

Department / Subdepartment Overview

The Legal Talent team is committed to supporting the career development, progression, and performance of attorneys in partnership with the relevant firm committees and firm leaders. This includes coordinating with the Associates Committee, Income Partner & Counsel Committee, and/or the Global Department and Practice Group Chairs to ensure seamless integration and alignment with the firm's culture and values.

Role Overview

The Legal Talent Manager is responsible for overseeing legal talent aligned with their office, committee, or department/practice group remit. The manager uses their experience and understanding of the firm and its processes to strategically plan and implement the goals and objectives of the Legal Talent team across offices, departments, practice groups, and committees. The manager participates in strategic planning alongside their respective firm committee(s) or Chair(s) for all legal talent matters, and helps those stakeholders achieve their own goals and objectives. Focus areas for the manager may include but are not limited to talent development, integration and retention, utilization and staffing, and performance and compensation – all in alignment with the firm's culture, values, and policies.

This team generally encompasses (1) local Legal Talent Managers who work in partnership with local office leaders and local Associates Committee members to oversee the associate and legal professional and paralegal population within each office; (2) global Legal Talent Managers who support the functions and processes of the Associates Committee, Income Partner & Counsel Committee, and Legal Professional & Paralegal Committee and our firmwide associate, counsel, income partner, and legal professional populations, respectively; and (3) global Legal Talent Managers who work with Global Department and Global Practice Group Chairs to oversee legal talent within particular departments and practice groups.

Essential Duties and Key Responsibilities

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

1. Engages in day-day-to oversight of legal talent in their respective remit, including utilization, development, and integration, and advises and executes on broader legal talent initiatives
2. Acts as strategic advisor to relevant firm committees or Chairs, guiding the development and execution of key priorities and talent development at the macro and micro levels, while supporting relevant leadership meetings, communications, and work product
3. Builds and maintains strong relationships with the broader Legal Talent team and other business services teams to collaborate in support of the firm's strategic goals and to maintain a robust professional network
4. Participates in the firm's regular progression, performance review, and compensation processes, providing support for relevant firm committees or Chairs throughout the process
5. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Excellent leadership and interpersonal skills, including organizing, planning, problem-solving, decision-making, and effective interaction with all organizational levels
- Proficiency in PC applications, including Microsoft Office Suite and database management, with the ability to conduct thorough analyses and reports
- Ability to oversee confidential and sensitive information with appropriate discretion

Position Specifications

Typical Experience

- Typical years of relevant experience: a minimum of seven years' experience in law, legal talent, or professional services required
- Typical years of cumulative experiences: seven plus years
- A minimum two years' supervisory experience in a related field preferred

Education

- Bachelor's degree or equivalent required
- J.D. or equivalent preferred

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Occasional travel, including both domestic and international travel, may be required
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- 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.