

Manager of Legal Innovation

PeopleSoft Job Code / Title: 8029 / Manager of Legal Innovation
Department / Subdepartment: Technology & Information Services
Organizational Relationship: Reports to the Associate Director of Artificial Intelligence – Legal Innovation
FLSA Status: Exempt
UCM Level: Level 6
Last Updated: October 9, 2025

General Summary:

The Manager of Legal Innovation is responsible for managing a team of Innovation Attorneys who serve as expert advisors to various practice groups and offices within the firm. This person supervises the activities and development of several innovation attorneys, including their efforts to identify and develop use cases for various technologies and promote effective and responsible use of AI. This person is results-oriented and data-driven, embracing the Artificial Intelligence (AI) and Innovation team's mandate to drive value across our platform. They ensure innovation attorneys have the training, resources, guidance and support needed to fulfill their responsibilities, while helping the Associate Director scale the impact of the team across the firm. They also serve in a direct advisory role to the leaders and members of designated practice groups.

Essential Duties and Responsibilities:

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

1. Manages the day-to-day operations of a team of Innovation Attorneys; organizes, assigns, delegates, and coordinates the work of the staff to ensure team and department objectives are met timely and accurately
2. Formulates local policies and procedures, interprets and implements global policies and procedures in the local setting, and develops short- and long-term goals; implements programs, policies, and procedures; ensures compliance with legal standards
3. Cultivates a robust pipeline of identified technology needs and opportunities and delivers reliable solutions
4. Uses a data-driven approach to ensure innovation advisory efforts have positive impact at scale and that the firm's technology adoption and fluency goals are met
5. Ensures the team adopts an AI-First approach, embraces continuous improvement internally and drives forward internal process refinement and automation
6. Promotes a collaborative, supportive and transparent culture within their team, with other members of the AI and Legal Innovation team and other groups within the Technology & Information Services Department, and acts as escalation point for colleagues in the global team
7. Participates in efforts to research and stays abreast of new technologies that could impact legal service delivery
8. Engages with practice group leadership and those directly supporting the practice (e.g., Knowledge Management Lawyers, Practice Development Managers, etc.) to understand the technology needs of the firm
9. Coordinates with other areas/departments of the firm to further promote the AI and Innovation program and makes recommendations for strategic deployment of team resources

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10. Communicates with the attorney population by designing, preparing, and delivering technology presentations related to strategies and products
11. Generates performance evaluations and recommends salary increases, working with Human Capital & Talent to recruit, hire, train, coach, and manage the performance of employees
12. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- JD or equivalent required
- Bachelor's degree or equivalent in computer science or related work-experience preferred

Work Experience

- A minimum of seven years' relevant experience, including a minimum of four years' experience as a practicing attorney and a minimum of three years' managing a team of innovation professionals, required
- Admission to at least one US State Bar required

Knowledge, Skills & Abilities

- Excellent leadership skills (e.g. organizing, planning, problem-solving and decision-making) necessary for effective management
- Ability to identify and build strong relationships with key stakeholders in the Technology & Information Services Department and the firm to promote collaboration
- Excellent organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Excellent professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm and with clients
- Excellent communication skills, both written and verbal
- Ability to handle confidential and sensitive information with the appropriate discretion
- Understanding of product discovery and management best practices
- Proficiency in enterprise PC applications, including MS Word, PowerPoint, Excel, and Visio
- Knowledge of LegalTech product categories and deployments of generative AI products within the legal space
- Knowledge of the fundamentals of LLMs and the technical concepts underpinning generative AI, as well as common application development patterns like RAG, agentic AI
- Deep understanding of generative AI capabilities and limitations, particularly in legal
- Understanding of strategic project management principles, business case development, and financial analysis
- Knowledge of process optimization and design thinking methodologies
- Ability to manage large, long-term projects, develop solutions, and implement them effectively
- Strong stakeholder management skills, including empathy, influence, and persuasion with senior leadership and clients
- Capability to define and measure KPIs, build ROI cases, and use data-driven approaches for solution evaluation
- Ability to manage stakeholder expectations and communicate issues and solutions clearly
- Ability to use independent judgment and discretion, knowing when to escalate or seek assistance

Additional Requirements

- Moderate 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.