

OGC Counsel – Laterals

PeopleSoft Job Code / Title:	6908 / OGC Counsel - Laterals
Department / Subdepartment:	Office of the General Counsel
Organizational Relationship:	Reports to the OGC Assistant General Counsel – Laterals
FLSA Status:	Exempt
UCM Level:	n/a
Last Updated:	June 16, 2025

General Summary:

The OGC Counsel—Laterals supports the firm’s lateral attorney hiring and onboarding process, with a focus on the EMEA region. This role involves overseeing and coordinating the legal and operational aspects of lateral integration, including the conflicts clearance process, candidate engagement, onboarding, and internal stakeholder alignment. The Counsel collaborates with the Office of the General Counsel (OGC) colleagues, the firm’s Ethics Committee Members, Latham attorneys globally, and various business services within the firm.

Essential Duties and Responsibilities:

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

1. Serves as the primary point of coordination for lateral partner and counsel hiring matters in the EMEA region (and U.S. region as needed), managing timelines, communications, and next steps between multiple business service teams and senior stakeholders.
2. Applies knowledge of legal ethics and professional responsibility rules relating to lateral attorney and new matter conflicts of interest as well as relevant Latham procedures, policies, and practices to advise Ethics Committee Members and other attorneys and key stakeholders.
3. Oversees and directs the conflicts clearance process, ensuring seamless communication between candidates, the Conflicts team, the Office of the General Counsel, and other stakeholders. Identifies and escalates key issues, ensuring conflicts issues and resolutions are understood by all stakeholders, and helps drive resolutions that align with firm policy and business goals.
4. Liaises directly with lateral partner candidates, guiding them through conflicts, new business, and onboarding requirements, gathering necessary information, and serving as a knowledgeable and professional firm contact. Trains and supports candidates on firm policies and the new business intake process, in coordination with relevant internal teams.
5. Collaborates with firm leadership, partner recruiting and onboarding teams, practice group leaders, and risk management teams to ensure smooth, efficient, and compliant onboarding. Works closely with the Vice General Counsel and Deputies General Counsel to develop and improve internal guidance and procedures, checklists, and materials related to lateral integration.
6. Tracks and manages multiple active matters simultaneously, balancing competing deadlines with professionalism and clarity.
7. Promotes effective work practices, works as a team member, and shows respect for all co-workers.

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Position Specifications

Education

- JD or equivalent required
- Qualified to practice law in any jurisdiction where Latham maintains an office (EMEA or U.S.) and active status required.

Work Experience

Seven to ten years relevant legal experience, preferably in a global law firm setting or in-house legal department.

Knowledge, Skills & Abilities

- Strong familiarity with conflicts or similar risk management processes in a law firm setting is required; but direct experience conducting conflicts checks is not.
- Well-developed and professional interpersonal skills; ability to engage diplomatically and clearly with senior stakeholders, lateral candidates, and internal teams.
- Strong communication skills, both written and oral.
- Strong project management and organizational skills, with a proven ability to drive processes, meet deadlines, and keep multiple moving parts aligned.
- Confident, proactive, and able to present well-reasoned views in a compelling and professional manner.
- Collaborative and collegial; a **team player** who thrives in cross-functional and cross-border environments.
- High attention to detail and a commitment to operational excellence.
- EMEA legal experience or familiarity with law firm structures and regulatory frameworks across EMEA jurisdictions is a plus.

Additional Requirements

- Occasional travel may be required

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.