

OGC Manager - Conflicts, Business Intake & Compliance

PeopleSoft Job Code / Title: 6906 / OGC Manager
Department / Subdepartment: Office of the General Counsel / Business Process, Systems & Reporting
Organizational Relationship: Reports to Level 6 or above
FLSA Status: Exempt
UCM Level: Level 5
Last Updated: August 24, 2026

Department / Subdepartment Overview

The Office of the General Counsel is responsible for general risk management for the firm.

Role Overview

The OGC Manager - Conflicts, Business Intake & Compliance is responsible for monitoring, developing, and managing the daily operations of conflicts reporting and the conflicts database, and staff of the Conflicts Department and their coordinating functions, while assuring compliance with all policies and procedures of the firm.

Essential Duties and Key Responsibilities

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

1. Monitors and develops best practices and protocols for conflict database management and business intake processes. Works with the OGC Senior Manager - Business Intake, the Deputy General Counsel, the OGC Director - Firm Conflicts Management, Innovation, and Processes, and the conflicts supervisory team and team leads to ensure appropriate risk management procedures are in place and being followed, that conflicts database and software policies and procedures are up-to-date and state-of-the-art
2. Participates in software design and development activities for the conflicts and new business software, and coordinates and performs testing of same, and provides recommendations to the OGC Senior Manager - Business Intake, the Deputy General Counsel, the Director of Firm Conflicts Management, and others regarding proposed improvements to same
3. Stays abreast of current and new technologies and market trends and does research and evaluation as to suitability for the firm.
4. Works with and makes recommendations to the senior management regarding all functions of the conflicts platform and current projects
5. Ensures the OGC leadership teams are kept informed regarding proposed and actual changes to the software and/or procedures relating to conflict reports, conflict analysis, new business intake, or related functions
6. Works with the technology team to develop and prepare various reports relating to the functioning of the conflicts and new business intake teams
7. Assists with initiatives within other OGC teams such as Compliance, Contracts Management, etc. with a focus on areas where there are integrations between the conflicts or business intake functions
8. Provides timely resolution of issues and works closely with technology team to troubleshoot software, provide support and problem-solving
9. Serves as a Subject Matter Expert across all conflicts and business intake functions and workflows

10. Identifies emerging or existent issues with the functionality of the software or processes or procedures and communicates and/or escalates as necessary to other department managers or the Deputy General Counsel
11. Prepares departmental objectives in accordance with long-range plans and mission statements set by senior management
12. Communicates with attorneys & staff regarding all matters related to department responsibilities.
13. Coordinates with other areas / departments of the firm where overlap exists to develop efficient procedures / communications to streamline processes and satisfy various department needs.
14. Completes projects on various issues as needed and provides project support including, but not limited to project management activities, change impacts analysis, Design requirements gathering and documentation, test plan development, test coordination and test execution, training development and delivery, and deployment oversight
15. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Ability to use independent judgment and discretion when making majority of decisions
- Ability to proofread the work of others to ensure compliance and accuracy
- Excellent leadership skills (i.e., organizing, planning, problem-solving, and decision-making) necessary for effective management
- Well-developed and professional interpersonal skills; ability to effectively interface with attorneys, management, support staff, and outside contacts
- Ability to work in a team environment with a customer-service focus
- Ability to handle confidential and sensitive information with the appropriate discretion
- Advanced ability to perceive and analyze problems and develop alternative strategies to solve them
- Strong project management skills including ability to establish an appropriate timeline and manage to deadlines
- Knowledge and proficiency in PC applications, including MS Office

Position Specifications*Typical Experience*

- Typical years of relevant experience: a minimum of five years' experience with conflicts and/or new business systems in a law firm or other professional services firm preferred
- Typical years of cumulative experience: a minimum of seven years

Education

- Bachelor's degree 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.