

# Office of the General Counsel (“OGC”) Manager – Conflicts, Training & Development

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| <b>PeopleSoft Job Code / Title:</b> | 6906 / OGC Manager                        |
| <b>Department / Subdepartment:</b>  | Office of the General Counsel / Conflicts |
| <b>Organizational Relationship:</b> | Reports to Level 6 or above               |
| <b>FLSA Status:</b>                 | Exempt                                    |
| <b>UCM Level:</b>                   | Level 5                                   |
| <b>Last Updated:</b>                | January 16, 2026                          |

## Department / Subdepartment Overview

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

## Role Overview

The Office of the General Counsel “OGC” Manager – Conflicts, Training & Development is responsible for developing, supervising, and coordinating training for all new hires in the conflicts group, while assuring compliance with all policies and procedures of the Conflicts Department. This role ensures that all team members receive consistent training experience across offices and roles.

## Essential Duties and Key Responsibilities

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

1. Develops comprehensive training schedules and outlines for all key roles within the conflicts department, including initial training and onboarding as well as ongoing training and professional development
2. Reviews and improves training documentation and coordinates updates to the internal Wiki and KM resources, including the Conflicts Learning Library
3. Organizes and leads individual and group refresher training courses, sessions on new system enhancements, and ongoing training for all non-attorney conflicts roles; assists with the development of relevant training materials
4. Works with OGC leadership to track and coordinate individual training and development goals using online resources and project management tools such as Asana
5. Designs training frameworks and facilitates training sessions for current conflicts staff members to ensure consistent practices across all offices; identifies Subject Matter Experts (SME's) on the team to organize and lead individual and group training sessions; develops training plans, manuals, and materials for these group training sessions
6. Establishes key performance indicators, dashboards, and review cadences for workflow timeliness and data
7. Ensures comprehensive documentation of processes, training, testing, and corrective actions through managers, supervisors, and/or team leads
8. Incorporates and champions rapidly evolving law firm-approved AI tools into the training and tracking efforts, while ensuring quality assurance and appropriate risk controls
9. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Knowledge, Skills & Abilities

- Professional interpersonal skills effectively interface with attorneys, management, support staff and outside contacts
- Ability to work collaboratively in a high-paced environment while providing excellent customer service
- Experience developing training documentation and conducting in person and remote training sessions
- Detail-oriented and precise, with strong project management skills, including ability to establish an appropriate timeline and manage to deadlines on multiple projects at once
- Exceptional independent judgment and discretion when making majority of decisions
- Ability to proofread work of others to ensure compliance and accuracy
- Excellent leadership skills (i.e., organizing, planning, problem-solving and decision-making) for effective management
- Appropriately handles confidential and sensitive information with discretion
- Advanced ability to perceive and analyze problems and develop alternative strategies to solve them
- Knowledge and proficiency in PC applications, including MS Office
- Knowledge and proficiency in Intapp Open

## Position Specifications

### *Typical Experience*

- Typical years of relevant experience: a minimum of six years' law-related and/or conflicts analysis experience in a legal or professional services environment preferred
- Typical years of cumulative experience: a minimum of seven years
- Supervisory experience preferred

### *Education*

- Bachelor's degree or equivalent required

## 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.