

# OGC Manager – Conflicts

**Department:** Office of the General Counsel

**Organizational Relationship:** Reports to the OGC Senior Manager – Conflicts

**FLSA Status:** Exempt

**Last Updated:**

## **General Summary:**

While assuring compliance with all policies and procedures of the Conflicts department, the OGC Manager – Conflicts is also responsible for ensuring efficiency in the daily operations of the conflicts checking, liaising with attorneys regarding the conflicts process, and playing a lead role on the implementation and oversight of special projects, especially practice group specific conflicts projects, including practice group specific staffing initiatives, for the department.

## **Essential Duties and Responsibilities:**

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

1. Supervises and directs the activities of the conflicts team, ensuring efficient and effective operation
2. Hires, trains, and mentors conflicts team members, fostering a collaborative and skilled team environment
3. Conducts performance evaluations and provides ongoing feedback and support to team members
4. Works closely with attorneys and the rest of the Conflicts department to ensure the provision of timely and effective conflicts services
5. Serves as primary point of contact for the Conflicts department for attorneys and staff during business hours, assisting with solving problems, providing updates, triaging requests, and ensuring overall efficient services
6. Assists with streamlining and management of complex and/or urgent conflict check requests
7. Collaborates with leadership team on workflow to ensure that all tasks and duties are completed within the requested period and adheres to the firm’s set guidelines and policies
8. Creates and implements relevant strategic process efficiencies
9. Monitors the effectiveness of conflict resolution efforts and adjusts strategies as needed to protect the firm's interests
10. Stays informed about changes in legal regulations and industry standards related to conflicts of interest and adjusts the firm's practices accordingly

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11. Works with the firm's compliance and risk management teams to integrate conflict management into the broader risk framework
12. Communicates with attorneys and staff to raise awareness and understanding of the importance of conflict management
13. Evaluates and implements conflict management software and technology solutions to enhance the team's efficiency and accuracy
14. Continuously seeks process improvements and best practices in conflict management to streamline operations and improve service delivery
15. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Position Specifications

### *Education*

- High school diploma or equivalent required
- Bachelor's degree strongly preferred
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### *Work Experience*

- A minimum of six years' work experience, including work directly with attorneys/partners, at a major international law firm required
- A minimum of four years' conflicts experience required
- A minimum of two years' supervisory experience preferred

### *Knowledge, Skills & Abilities*

- Well-developed and professional interpersonal skills; ability to effectively interface with attorneys, management, support staff and outside contacts
- Ability to work collaboratively with attorneys in a high-paced environment to identify and resolve issues while providing excellent customer service
- Ability to use 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) necessary for effective management
- Ability to work in a team environment with a customer-service focus
- Ability to handle confidential and sensitive information with the appropriate discretion
- Exhibits an 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
- Knowledge and proficiency in Intapp Open, strongly preferred

### *Additional Requirements*

- Frequent 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.