

OGC Senior Counsel – Employment (US)

PeopleSoft Job Code / Title:	6911 / OGC Senior Counsel
Department / Subdepartment:	Office of the General Counsel
Organizational Relationship:	Reports to Senior Assistant General Counsel – Employment (US)
FLSA Status:	Exempt
UCM Level:	N/A
Last Updated:	June 9, 2026

Role Overview

The OGC Senior Employment Counsel – US is responsible for partnering with the senior members of the Office of the General Counsel - Employment team in managing employment law matters affecting the firm's attorneys and business professionals across all U.S. offices.

This role will involve legal research, analysis, and client-facing counseling on a broad range of employment law and risk management issues. The Senior Counsel will also support compliance, policy development, investigations, litigation matters, and strategic initiatives. The position requires a practical, commercial, solutions-oriented approach and the ability to independently manage discrete projects and stakeholder interactions with minimal supervision.

Essential Duties and Key Responsibilities

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

1. Serve as a point of contact for internal clients (e.g., HR, Legal Talent, Recruiting, Office Administration) seeking legal advice on a range of U.S. employment law issues, including but not limited to, employee relations, discrimination, harassment, retaliation, performance management, accommodations, leaves of absence, investigations, separations, and wage and hour matters
2. Conduct legal research and analysis on a variety of employment law topics across all U.S. jurisdictions, and provide practical guidance to internal stakeholders
3. Draft, review, and negotiate employment-related documents, including offer letters, separation agreements, settlement agreements, secondment agreements, employment-related memos, and local counsel engagement agreements
4. Assist with potential and actual US employment litigation, disputes, and administrative charges
5. Draft and prepare responses to employment-related subpoenas and personnel file requests
6. Monitor employment related legislation and other employment law developments across all U.S. jurisdictions, providing legal advice to internal stakeholders impacted by updates, ensuring firm compliance by all relevant deadlines, and assisting in developing internal communications and training
7. Draft and maintain employment-related policies, templates, and guidance
8. Support internal investigations by assisting with fact development, conducting research, and preparing analyses and recommendations
9. Manage the Firm's waiver process for events and activities from an employment perspective

10. Participate in strategic initiatives and projects for the OGC Employment and Risk Management functions
11. Assist with audits and reviews related to employment practices (e.g., policies, job descriptions, compliance initiatives)
12. Promote effective work practices, work as a team member, and show respect for co-workers

Knowledge, Skills & Abilities

- Broad and ongoing knowledge of US employment laws and regulations in the jurisdictions in which the firm operates in the US
- Demonstrated ability to conduct legal research, analysis, and drafting written work product with strong attention to detail
- Strong client counseling skills with ability to communicate complex legal concepts in a clear, practical manner
- Ability to collaborate effectively with attorneys, senior leadership, and business professionals across all levels of the firm
- Strong organizational and project management skills, with the ability to manage multiple priorities simultaneously
- Creative, solutions-oriented problem-solving approach aligned with business and strategic objectives
- High level of professionalism, discretion, and commitment to confidentiality and integrity
- Excellent interpersonal, written, and verbal communication skills
- Ability to work in a fast-paced environment and respond to evolving priorities
- Ability to work varied hours as needed (including across time zones)
- Demonstrated commitment to maintaining the highest level of confidentiality, personal integrity, ethics and dedication
- Familiarity with AI tools, such as Harvey, Copilot, etc.

Position Specifications

Typical Experience

- Minimum of four years' employment law experience, including counseling and/or employment litigation responsibilities, required
- Prior experience working directly with a law firm Office of General Counsel or prior in-house experience preferred

Education

- Juris Doctorate from an accredited law school required
- Active bar membership in good standing in a jurisdiction in which the firm has a U.S. office required

Working Conditions and Physical Demands

- Regular in-office attendance is required
- 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.

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