

People Systems & Project Management Lead – Testing & Documentation

PeopleSoft Job Code / Title:	7157 / HC&T Lead
Division / Department / Function / Sub-Function	Human Capital & Talent / Human Capital Strategy & Operations / People Analytics, Compensation & Operations / People Systems & Project Management
Organizational Relationship:	Reports to Level 5 or higher
FLSA Status:	Exempt
UCM Level:	Level 4
Last Updated:	October 27, 2026

Department Overview

Human Capital & Talent is a global platform in support of the lawyers' and business services professionals' experience and skills. Our human capital function invests in the recruiting, training, development, and benefits of the lawyers and business services professionals.

Role Overview

The People Systems & Project Management Lead –Testing & Documentation drives HC&T systems and process initiatives by leading structured testing, preparing clear documentation, and maintaining effective follow-up. Serving as a centralized resource for documentation and testing across PeopleSoft, Kronos, ServiceNow, and other HC&T projects, the lead works closely with cross-functional project leads, system architects, and functional analysts to ensure that changes are clearly defined, appropriately tested, well documented, and audit ready.

Essential Duties and Key Responsibilities

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

1. Leads the development, maintenance, and standardization for HC&T systems and process initiatives documentation, aligning testing and documentation activities with priorities set by HC&T leadership
2. Creates and maintains clear, comprehensive documentation of HC&T solutions — business requirement documents (BRDs), process maps and workflows, user-facing materials, and more — to support effective configuration, adoption, and ongoing use by end users and project teams
3. Develops a strategy to maintain version control and ensures documentation is complete, accurate, up-to-date, aligned to standards and templates, and stored in approved repositories in line with HC&T and firm guidelines; proactively identifies opportunities to streamline and improve documentation practices and templates across HC&T projects
4. Organizes end-to-end testing activities for HC&T system changes (e.g., PeopleSoft, Kronos, ServiceNow) in partnership with project managers, architects, and analysts
5. Drives strategic planning of testing activities, ensuring effective preparation, execution, and documentation of test cycles, while promoting rigorous defect management and cross-functional collaboration to support audit, compliance, and overall solution quality

6. Collaborates on key projects, design, and status meetings across HC&T systems and initiatives, capturing decisions, action items, ownership, and timelines, and ensuring consistent, high-quality summaries that support effective documentation and testing outcomes
7. Serves as a central point of contact for project testing and documentation support; collaborates cross-functionally with HC&T leadership, system architects and subject matter experts, and more on cross-system process documentation and periodic reviews of documentation for completeness and consistency with governance expectations
8. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Well-developed and professional interpersonal skills (e.g., active listening), including excellent written and verbal communication; ability to interact with people at all organizational levels
- Ability to take initiative and work both independently and in a collaborative team environment with a customer-service focus
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions
- Organizational skills to manage time well, prioritize work effectively, and handle multiple deadlines
- Demonstrated leadership and project management skills (i.e., organizing, planning, problem-solving, and decision-making)
- Advanced attention to detail and quality assurance skills, including analytical skills needed for comprehending and communicating data
- Expert knowledge of PC applications, including the Microsoft suite (PowerPoint, Word, and Excel)
- Understanding of Asana platform and project management functions
- Ability to handle confidential and sensitive information with the appropriate discretion

Position Specifications*Typical Experience*

- Typical years of relevant experience: a minimum of three years' experience in project coordination or management required, preferably with exposure to the relevant work management systems
- Typical years of cumulative experience: a minimum of five years' experience

Education

- Bachelor's degree or equivalent required in a related field, such as Computer Science, Information Systems, Human Resources, or Business Administration
- Five years' experience in HR or HR Systems may be considered in lieu of a degree

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 description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.