Regional Security Manager

PeopleSoft Title: Regional Security Manager
Department / Subdepartment: Technology & Information Services
Organizational Relationship: Reports to the Senior Manager of Physical Security and Operational Resilience
FLSA Status: Exempt
UCM Level: Level 6
Last Updated: October 12, 2026

Role Overview

The Regional Security Manager serves as the primary physical security and business resilience representative for multiple Latham & Watkins offices within an assigned region. The role handles day-to-day security operations across those offices, ensures consistent security policy application and partners with office and Firm leadership to identify and address security risks. The Manager supports emergency preparedness and incident response, serves as the assigned offices' point of contact for physical security systems and vendor performance, and helps provide a safe, professional, and welcoming workplace.

Essential Duties and Key Responsibilities

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

1. Serves as the primary representative of the Physical Security and Workforce Safety team to assigned offices. Maintains trusted relationships with office leadership, business services teams, building management, and external partners.
2. Works directly with each office's Workplace Experience team to coordinate day-to-day physical security activities and promote compliance with Firm policies, standards, and procedures.
3. Conducts and documents security assessments, identifies vulnerabilities, recommends practical risk-mitigation measures, and tracks corrective actions through completion.
4. In assigned offices, provides guidance related to access control, visitor management, video surveillance, alarm, and other physical security systems; ensures appropriate maintenance, testing, and issue resolution.
5. Supports emergency preparedness, drills, crisis response, and business continuity activities, including timely escalation, incident coordination, and after-action follow-up.
6. Responds to and documents security incidents, coordinates with internal stakeholders and public safety authorities as appropriate, and identifies lessons learned.
7. Manages regional security vendors and service providers, including performance monitoring, invoice review, issue escalation, and support for procurement and contract renewal activities.
8. Develops and delivers security awareness briefings, office-specific guidance, and training for personnel with security-related responsibilities.
9. Participates in office projects, moves, events, and other activities requiring security planning or operational support.

Knowledge, Skills & Abilities

- Knowledge of physical security operations, risk assessment, incident management, emergency preparedness, and security-industry practices in a professional office environment.
- Strong judgment and discretion when handling sensitive, confidential, or time-critical matters.
- Ability to assess risk, analyze incomplete information, make sound decisions under pressure, and escalate matters appropriately.

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- Working knowledge of access control, video surveillance, alarm, visitor management, and incident-reporting systems.
- Excellent written and verbal communication skills, including the ability to prepare concise reports and communicate effectively with personnel at all levels.
- Ability to build effective partnerships with office administrators, facilities, technology, human capital, legal, and external public safety and security partners.
- Ability to maintain availability outside normal business hours when required for urgent incidents or planned operations.

Position Specifications

Typical Experience

- Minimum of eight years' experience in corporate security, physical security, public safety, law enforcement or a related field required
- Experience providing leadership and coordinating security operations across multiple locations preferred
- Experience managing physical security systems, vendors, and incident response preferred

Education

- Bachelor's degree or equivalent combination of education and relevant experience 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
- Regular travel 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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