

Senior AI & RPA Solutions Consultant

PeopleSoft Job Code / Title:	8043 / Sr AI Solutions Consultant
Department / Subdepartment:	Technology & Information Services
Organizational Relationship:	Reports to the Manager of AI Business Solutions
FLSA Status:	Exempt
UCM Level:	04
Last Updated:	May 7th, 2025

Role Overview

The Senior AI & RPA Solutions Consultant is a senior position within the Innovation & AI team at Latham & Watkins. This role will be responsible for executing advanced business process improvements through automation and AI. This will involve carefully mapping and evaluating critical business processes.

Essential Duties and Key Responsibilities

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

- Quantitatively maps and evaluates critical business processes
- Creates advanced data-driven process improvement plans identifying key resources and gaps
- Ensures stakeholder needs are understood and met
- Identifying and assessing high-impact RPA and AI opportunities across business service functions
- Translating business challenges into AI-driven or automation-led solutions
- Crafting advanced prompts for use in LLMs
- Presents findings to the wider team as well as firm leadership
- Acts as a liaison between the business service departments and the development and machine learning teams
- Oversees process improvement projects from initial documentation through to successful implementation
- Utilizes a comprehensive understanding of workflows, applications, and practices to provide expert consultation
- Promote effective work practices, work as a team member, and show respect for co-workers

Knowledge, Skills & Abilities

- Proven ability to quantitatively map and evaluate complex business processes to identify inefficiencies and areas for improvement
- Skilled in designing and executing process improvement plans based on robust data analysis, highlighting key resources and addressing operational gaps
- Familiarity with RPA tools such as Blue Prism, large language models (LLMs), and commercial AI/ML products
- Demonstrated experience leading process improvement initiatives from documentation through to implementation with measurable impact
- Adept at identifying, understanding, and addressing stakeholder needs across business and technical teams
- Confident in presenting insights and strategic recommendations to diverse audiences, including firm leadership

- Ability to train and mentor colleagues; commitment to continuous learning and professional development
- Comprehensive understanding of enterprise workflows, applications, and operational practices, enabling expert-level consultation and guidance
- Capable of managing complex projects with multiple stakeholders and dependencies, ensuring timely and successful outcomes
- Knowledge of project management methodologies such as Agile, Scrum, or Shape Up; proficiency with tools like Asana or Microsoft Project
- Ability to work collaboratively in cross-functional teams
- Ability to make data-driven decisions
- Understanding of legal industry workflows and business processes
- Knowledge of compliance and regulatory requirements
- Ability to think creatively and propose innovative AI solutions
- Ability to adapt to disruptive technologies

Position Specifications

Typical Experience

- A minimum of five (5) years of relevant experience, showcasing a track record of implementation of automation, AI solutions and process improvement initiatives
- A minimum of five (5) years of relevant experience documenting and deep diving into business processes both from a business and technical standpoint
- A minimum of five (5) years of relevant technical expertise in driving technical solutions through various avenues like RPA (Automation), Data Science, and AI

Education

- Bachelor's degree or equivalent required
- Master's degree preferred

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 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.