Senior Analyst – Workplace Data & Analytics

PeopleSoft Job Code / Title: 6627 / WorkplaceExpSrAnlst-Data&Anlyt
Department / Subdepartment: Workplace Experience
Organizational Relationship: Reports to the Manager – Workplace Data and Analytics
FLSA Status: Exempt
UCM Level: N/A
Last Updated: February 3, 2026

General Summary:

Senior Analyst – Workplace Data & Analytics is responsible for supporting the Workplace Experience, Operations and Real Estate functions under the Global Real Estate department. Specifically, by analyzing the impact of office space availability, facilities management, amenities, service offerings and technology tools on the employee and guest experience both onsite and remotely.

Essential Duties and Responsibilities

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

1. Performing and presenting analyses, related to real time space occupancy, operational services, labor resources, and cost management.
2. Developing and integrating relevant tools and datasets to support a holistic life cycle of data-informed workplace strategies.
3. Converting analyses into actionable recommendations to stakeholders, leveraging compelling data visualization and presentations.
4. Preparing firmwide expense budgets for multiple accounts and vendor contracts using cost modelling and historical trend analyses.
5. Engaging with office teams on training and reporting needs to ensure data fluency and data integrity.
6. Supporting special projects as needed.
7. Supporting a culture of excellence and business value by examining processes, reporting, and workflows to result in continuous improvement.
8. Promoting effective work practices, work as a team member, and help to mentor and develop junior members of the team.

Knowledge, Skills, and Abilities

- Knowledge of basic general ledger, budgeting and budget variance analysis
- Strong analytical skills needed for all primary duties of position, including comprehending and communicating data
- Comfortable with large datasets, with an emphasis on reporting consistently and accurately
- Ability to work in a team environment with a customer service focus
- Strong communication skills, both written and oral
- Ability to handle confidential and sensitive information with the appropriate discretion
- Expert knowledge and proficiency of PC applications, including MS Office
- Ability to integrate charts and graphs to illustrate trends and highlight variances
- Willingness to complete all tasks and learn new skills.

- Organizational skills/project management skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Finance, modeling, and problem-solving skills
- Strong attention to detail and quality assurance processes
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm.

Position Specifications

Education
- Bachelor's degree required
- Master's degree, Professional Certification, or extended education in related field preferred

Work Experience
- Three (3) to Five (5) years' relevant experience in reporting and analysis
- Relevant experience at a professional services firm or Fortune 500 company desired

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 required
- 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.