

Sustainability Senior Specialist

Department: Human Capital & Talent

Organizational Relationship: Reports to the Sustainability Senior Manager

FLSA Status: Exempt

Last Updated: December 17, 2024

General Summary:

The Sustainability Senior Specialist provides proactive and effective project management of key sustainability workstreams, driving forward momentum on cross-cutting operational initiatives large and small. The Senior Specialist helps execute the strategic goals and priorities of the Sustainability Program. They help to develop and implement approaches, best practices, tools and processes to measure and track progress on the agreed priorities within the strategy. They implement data-driven sustainability goals, milestones and metrics. They assist with the development, implementation and execution of internal and external sustainability reporting.

Essential Duties and Responsibilities:

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

1. Manages client inquiries regarding the firm's environmental sustainability program and progress
2. Manages third-party environmental reporting activities (e.g., CDP, EcoVadis)
3. Uses deep expertise of sustainability frameworks and standards (e.g. GHGP, SBTi.) to collaborate with key consultants and internal stakeholders on the actions and solutions required for the firm to achieve its commitments and targets
4. Proactively and effectively project manages key sustainability workstreams
5. Collaborates with key business support departments to support sustainability initiatives and improve the sustainability of the firm's operations
6. Acts as a sustainability subject matter expert and helps evaluate improvements in our global sustainability programs and benchmark best practices
7. Stays current on regional trends and evolving regulations and protocols
8. Acts as a key contributor to the firm's supplier decarbonization efforts
9. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

LATHAM & WATKINS

- Bachelor's degree or equivalent in Sustainability, Environmental Science, Business Administration in related field required
- Four years' relevant experience may be considered in lieu of a degree

Work Experience

- A minimum of three years' relevant work experience required

Knowledge, Skills & Abilities

- Knowledge of Greenhouse Gas Protocol Corporate Accounting and Reporting Standard
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work independently to research, analyze, and develop statistical and financial information
- Organizational skills needed to manage time well, prioritize effectively and handle multiple deadlines
- Knowledge and proficiency in PC applications, including Microsoft Word, Excel, PowerPoint, and Tableau

Additional Requirements

- Occasional travel may be required

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

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.