

Well-Being & Benefits Lead

PeopleSoft Job Code / Title:	8110 / Well-Being & Benefits Lead
Department / Subdepartment:	Human Capital & Talent / Well-Being & Benefits
Organizational Relationship:	Reports to Level 5 or above
FLSA Status:	Exempt
UCM Level:	Level 4
Last Updated:	June 11, 2026

Department / Subdepartment Overview

The core mission of the Well-Being & Benefits department is to design programs that support the health and well-being of lawyers and staff (clients).

Role Overview

The Well-Being & Benefits Lead is a senior individual contributor within the Well-Being & Benefits team. The lead provides strategic oversight across multiple programs, with a strong focus on benefits planning, vendor management, and large-scale initiatives. The lead partners closely with vendors, brokers, PeopleSoft teams, and internal stakeholders to ensure benefit programs are competitive, well governed, and aligned with firm priorities. This role acts as a key escalation point and provides expert guidance on complex benefit matters.

Essential Duties and Key Responsibilities

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

1. Provides strategic leadership and oversight for well-being and benefits programs across the relevant region
2. Acts as a high-level escalation point for complex coverage issues, vendor performance concerns, billing discrepancies, and service failures
3. Provides guidance and oversight to team members on complex cases, and responds to escalated employee inquiries
4. Supports key compliance initiatives (e.g. COBRA administration, PPACA reporting, ERISA requirements, government filings)
5. Leads and coordinates annual benefit renewals, including planning timelines, broker discussions, market reviews, system setup, carrier files integrations, and contract management
6. Makes expert recommendations on benefit enhancements, plan design changes, and vendor selection, based on market and performance data
7. Develops and updates internal processes, job aids, and standard operating procedures; coordinates updates to employee communications (e.g. benefits guides, FAQs, intranet content); documents resolutions and looks for process improvements
8. Oversees cross-functional coordination, ensuring alignment between HR, Finance, vendors, brokers, and Well-Being & Benefits leadership
9. Reviews and analyzes benefit data to identify trends, risks, and improvement opportunities, sharing insights with leadership
10. Leads or contributes to presentations, meetings, and senior stakeholder updates
11. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Expert-level understanding of benefits structures and compliance requirements across the relevant region

- Strong commercial acumen, including vendor evaluation, benchmarking, and contract considerations
- Highly skilled in relationship and stakeholder management, including external vendors and senior internal partners
- Ability to confidently lead discussions, presentations, and complex decision-making forums
- Excellent judgement when handling escalations and sensitive benefit matters
- Comfortable working with high autonomy, influencing strategy rather than executing transactional tasks

Position Specifications

Typical Experience

- Typical years of relevant experience: a minimum of three years in employee benefits administration
- Typical years of cumulative experience: a minimum of five years

Education

- Bachelor's degree or equivalent required
- Nine years' experience may be considered in lieu of a degree

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Occasional travel, including both domestic and international travel, may be required
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- 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.