

Well-Being & Benefits Senior Manager

PeopleSoft Job Code / Title:	6897 / Well-Being & Benefits Snr Mgr
Department / Subdepartment:	Well-Being & Benefits
Organizational Relationship:	Reports to Director
FLSA Status:	Exempt
UCM Level:	Level 6
Last Updated:	1/31/2025

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 Senior Manager is responsible for supporting the firm by using their experience and understanding of the legislative, regulatory, and competitive market landscape to contribute to the strategic planning and implementation of goals and objectives of the Well-Being & Benefits department. Additional responsibilities include serving as advisor to management on major matters pertaining to the firm's benefit plans and programs and leading successful teams.

Essential Duties and Key Responsibilities

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

1. Works with Well-Being & Benefits leadership to create the overall strategies, goals, and objectives for the department and support them through completion
2. Manages and develops teams to ensure balanced responsibilities
3. Sets objectives and performance goals and ensures meaningful professional development opportunities
4. Maintains accountability with an emphasis on customer service and best practices approach
5. Generates and updates formal performance evaluations for staff; provides strong management (remotely as needed) to ensure department objectives are met timely and accurately
6. Leads research and analysis of benefit programs from competitive trends; markets best practices and employee feedback; makes recommendations for program design improvements and cost effectiveness supportive of the firm's needs and local market practice in compliance with applicable laws and regulations; manages implementation of plan design changes and enhancements
7. Cultivates relationships across offices to understand global, regional and country level benefits issues and trends
8. Partners with colleagues in Tax, Payroll, Human Capital and other verticals of the firm where overlap exists to develop efficient procedures and stream-line processes to satisfy various department needs
9. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Excellent leadership skills (i.e., organizing, planning, problem-solving and decision-making) necessary for effective management
- Advanced knowledge of traditional global benefits practices and functions
- Professional interpersonal skills to interact effectively with people at all organizational levels of the firm

Position Specifications

Typical Experience

- Typical years of relevant experience: a minimum of eight years
- Typical years of cumulative experience: ten plus years

Education

- Bachelor's degree or equivalent required
- Fourteen 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.