

Associate Director of AI Governance

Department: Information Governance

Organizational Relationship: Reports to the Senior Director of Information Governance & Data Privacy

FLSA Status: Exempt

Last Updated: January 2025

General Summary:

The Associate Director of AI Governance will lead the development and execution of the firm's AI governance framework, ensuring compliance with evolving legal and ethical standards, including AI safety and the responsible use of AI. They will collaborate closely with the firm's Office of the General Counsel and the Information Security team to oversee responses to and tracking of AI AI-related provisions in outside counsel guidelines, client questionnaires, and client audits. Additionally, they will provide strategic advisory support in evaluating AI initiatives and solutions being considered by the firm, ensuring they align with the firm's risk management protocols and client requirements.

Essential Duties and Responsibilities:

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

1. Leads the development and implementation of comprehensive AI governance strategies that align with client requirements, organizational goals and ethical standards.
2. Oversees the design, implementation and maintenance of a comprehensive AI governance framework that aligns with industry best practices and regulatory requirements.
3. Establishes and maintains policies, guidelines and documentation for the responsible development and deployment of AI tools, ensuring compliance with legal, ethical, and regulatory frameworks.
4. Collaborates with cross-functional teams to integrate AI governance into existing compliance and risk management processes and to ensure AI practices comply with legal, ethical, and regulatory frameworks.
5. Reviews and responds to AI-related provisions in engagement terms and outside counsel guidelines from clients.
6. Provides expert advice and guidance to internal teams and clients on AI governance and compliance matters.
7. Engages with firm clients as necessary to answer questions related to the responsible use of Generative AI and the firm's AI governance framework.

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8. Evaluates and ensures vendor compliance with legal, ethical, and security standards related to their use of AI and any AI tools or features they offer.
9. Conducts AI risk assessments and develops and maintains AI inventories and catalogues in line with industry best practice and legal and regulatory requirements.
10. Leads change management efforts and promote a culture of continuous improvement and innovation.
11. Provides legal advice on AI-related matters, ensuring compliance with relevant laws and regulations.
12. Reviews contracts and drafts language related to AI and new technologies.
13. Stays abreast of the latest trends, technologies and rapidly evolving legal and regulatory landscape surrounding AI and data governance.
14. Liaises with regulatory bodies as appropriate to ensure compliance with applicable legislation.
15. Develops and implements key performance indicators to assess the impact of AI initiatives, ensuring ongoing monitoring of AI systems to maintain ethical standards and operational efficiency.
16. Collaborates with relevant teams to audit compliance with the AI framework and applicable legislation.
17. Serves as the primary point of contact and strategic partner, providing practical and actionable legal advice and proactive risk management strategies, to key stakeholders, including the firm's AI Task Force, the Technology Committee, and senior leadership of the firm and the Technology & Information Services Department.
18. Proactively identifies and mitigates potential legal risks.
19. Collaborates to develop and execute on best practices for operationalization of new technology, with a focus on artificial intelligence.
20. Designs and implements training programs to foster awareness and compliance with AI governance principles.
21. Leads, mentors, and develops team members as necessary, fostering their professional growth and development.
22. Generates performance evaluations and recommends salary increases as necessary, working with Human Capital & Talent to recruit, hire, train, coach, and manage the performance of employees.
23. Promotes effective work practices, works as a team member, and shows respect for co-workers.

Position Specifications

Education

- Law degree from an accredited law school required

Work Experience

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- Admission to at least one US State Bar required.
- A minimum of ten (10) years' relevant professional services or industry experience required.

Knowledge, Skills & Abilities

- Highly developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm.
- A strong understanding and experience with emerging technologies, including generative artificial intelligence, machine learning, natural language processing, and their practical applications in a legal or corporate environment.
- A comprehensive knowledge of relevant AI and privacy legislation, including the EU AI Act and GDPR.
- Excellent organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines.
- Strong project management and organizational skills, including the ability to manage time well, prioritize effectively, anticipate obstacles, and handle multiple deadlines.
- Strong analytical skills needed for all primary duties of the position, including comprehending and communicating information.
- Excellent writing and presentation skills.
- Strong communication skills, both written and oral.
- Ability to undertake and drive forward large, long-term projects, develop alternative methods to complete them, and implement solutions.
- Ability to use independent judgment and discretion when making the majority of decisions.
- Detail-oriented approach needed to recommend and implement strategic improvements.
- Ability to handle confidential and sensitive information with the appropriate discretion.

Additional Requirements

- Moderate 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.