

# Global Director of Human Resources – Relations, Policy & Compliance

**Department:** Human Capital & Talent

**Organizational Relationship:** Reports to the Deputy Chief of Human Capital Strategy & Operations

**FLSA Status:** Exempt

**Last Updated:** March 19, 2024

## **General Summary:**

The Global Director of Human Resources – Relations, Policy & Compliance is responsible for leading all aspects of the global employee relations team for Latham & Watkins. Reporting to the Deputy Chief of Human Capital Strategy & Operations and working in partnership with business leaders and the Office of General Counsel, the Director advises on best practice and risk mitigation with respect to Human Capital-related matters on behalf of the firm, enhancing employment practices and workplace policies while ensuring compliance with all people-related policies and practices inclusive of country, state and local legal requirements and firm-mandated policies.

The Director takes a consultative leadership approach with all aspects of employee relations concerns consistent with the firm's culture, and provide strategic insight into themes and trends to advise firm leadership. This role leverages thorough knowledge and proven experience with people management, investigations, advising and recommending solutions to minimize risk while ensuring colleagues are treated with dignity and respect throughout.

## **Essential Duties and Responsibilities:**

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

1. Acts as a lead advisor and business partner to the firm's senior leadership teams (e.g., Chiefs, Directors of Administration, Human Resources leaders), interpreting and overseeing the application of human resources policies and procedures, and acts as a subject matter expert related to updates or changes to current employment laws, regulations, and executive orders across the firm's global platform
2. Develops and implements employee relations strategies, policies, and programs aligned with the firm's strategic priorities, culture and values
3. Oversees and acts as the primary point of escalation for practice office HR teams regarding employee matters related to performance management and conflict resolution, including formal procedures ensuring prompt resolution in line with the firm's policies and standards,

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and in accordance with applicable legal requirements within local jurisdictions across the globe

4. Leads and conducts thorough investigations into complex employee matters, ensuring fairness, impartiality, and compliance with legal requirements
5. Advises business leaders, line managers and supervisors directly on employee relations matters, including performance management, disciplinary actions, and conflict resolution
6. Oversees the Global Human Resources Compliance team to ensure compliance with all federal, state and jurisdictional requirements on required notices and postings, firm policies, recruiting and hiring procedures, immigration and work authorization matters, separation letters and severance agreements, and mandatory reporting
7. Collaborates with internal and external legal counsel as appropriate to ensure compliance with employment laws and regulations, and assists with any related legal matters
8. Working in partnership with the Office of the General Counsel, establishes the strength of relationships required to manage risk on behalf of the firm and comply with regulatory requirements
9. Facilitates and participates in employee relations training programs, workshops, and meetings to promote understanding and awareness of office and firmwide policies and procedures
10. Monitors and analyzes key employee relations metrics, such as turnover rates, employee feedback and engagement, and recommends improvement initiatives based on the outputs
11. Stays current on industry trends, best practices, and changes in employment laws to ensure the firm remains compliant and maintains a competitive employee relations strategy
12. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Position Specifications

### *Education*

- Bachelor's degree required
- Advanced degree preferred

### *Work Experience*

- A minimum of 10 years' experience in employee and/or labor relations required
- A minimum of five years supervisory experience at a professional services organization required

### *Knowledge, Skills & Abilities*

- Demonstrated expertise of legal and regulatory factors including relevant employment laws
- Ability to think strategically and influence and drive business objectives
- Comprehensive knowledge of Human Resources functions
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer-service focus

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- Ability to handle confidential and sensitive information with the appropriate discretion
- Excellent organizational skills and demonstrated ability to handle multiple requests in a timely manner
- Excellent leadership skills. Ability to lead multiple teams (i.e., organizing, planning, problem-solving, and decision making) necessary for effective management
- Ability to manage work of others to ensure compliance and accuracy
- Advanced communication skills, both written and verbal
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- Strong interpersonal, consulting & listening skills; skilled facilitator with sound judgment and diplomacy
- Knowledge and proficiency in PC applications, including MS Office

## *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.