

Innovation Attorney

Department: Technology & Information Services

Organizational Relationship: Reports to the Senior Manager of Legal Innovation

FLSA Status: Exempt

Last Updated: October 24, 2024

General Summary:

The Innovation Attorney serves as a connection point and conduit between the firm's lawyers, clients, and the Technology & Information Services Department to ensure the firm's technology systems, tools and services are effectively meeting the needs of our practicing attorneys and our clients. As such, the primary responsibility of the role is to represent the needs of the firm's practicing lawyers – and by extension their clients – to subject matter experts in the Technology & Information Services Department and third-party product and service providers, and to oversee the selection, testing, benchmarking and deployment of new and existing technology resources and tools, whether built or bought, to successfully meet those needs.

Focusing their efforts at the practice group level, the Innovation Attorney works closely with the firm's lawyers and develops a solid understanding of the workflow of the different practice groups and how technology tools and systems are used in the practice. Further, the Innovation Attorney identifies efficiency and improvement opportunities and defines technical requirements to help support teams design or select, and implement solutions to help lawyers utilize technology to improve their practice. The Innovation Attorney also represents the goals of the Technology Department to practicing lawyers and others, helping non-technical personnel to understand technology constraints and what to expect after new hardware or software solutions are introduced.

Essential Duties and Responsibilities:

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

1. Works with practice group leadership and those directly supporting the practice (e.g., Knowledge Management Lawyers, Practice Development Managers, etc.) to understand the technology needs of the firm's lawyers and their clients at the practice group level, to assist in developing technical strategies to improve efficiency, and to make recommendations for how to integrate applications and technology solutions into the practice group's workflow
2. Stays abreast of emerging technologies and innovative new offerings, both legal and non-legal, in order to ensure a state-of-the art technology platform is available to and fully exploited by the firm's lawyers
3. Provides updates and analysis of these new technologies and industry trends to firm management and practice group leadership

LATHAM & WATKINS

4. Looks for opportunities to leverage existing and emerging technologies into specific practices, as applicable, and coordinates pilot and proof of concept programs, including drafting specifications, evaluating software objectively and versus peer or incumbent products, and testing of products and services
5. Works with Technology & Information Services Department management and firm leadership to make recommendations for strategic deployment of efficient processes, technology related policies, software tools and other technology-assisted solutions for Latham attorneys and clients
6. Communicates with third-party vendors in order to foster strong relationships and an ongoing information exchange related to new and existing products and services; fosters strategic relationships with industry organizations and innovation thought leaders
7. Assists with communications between practicing lawyers, local technology teams and the global technology support services group, as necessary, to ensure support efforts are being managed and resolved by the appropriate parties
8. Participates in, and contributes to, various technology-related working groups and committees as necessary, such as the Technology Committee and the Security Committee
9. Communicates with the attorney population by preparing and delivering technology presentations and technology training related to strategic technology deployments and projects, collaborating with key attorneys on service initiatives, and by working with practice leadership to understand how emerging technologies can support the provision of legal services to clients
10. Liaises with a number of administrative departments to develop efficient procedures and to stream-line processes involving lawyer-facing processes and technology tools
11. Completes special projects as needed
12. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- JD or equivalent required
- Completion of an intensive software development / coding bootcamp preferred
- Admission to the relevant state bar required

Work Experience

- A minimum of four years' experience as a practicing lawyer in a law firm or in a legal operations role required
- Experience in a technology role preferred

Knowledge, Skills & Abilities

- Understanding of product development and management, including user personas, user stories, scoping, requirements documentation, roadmap planning, UI/UX concepts, and user testing
- Proficiency in enterprise PC applications, including MS Word, PowerPoint, Excel, and Visio

©Copyright 2025 Latham & Watkins. All Rights Reserved.

LATHAM & WATKINS

- Knowledge of LegalTech product categories
- Deep understanding of strategic project management principles, business case development, and financial analysis
- Knowledge of process optimization and design thinking methodologies
- Excellent leadership skills, including planning, problem-solving, decision-making, and effective communication
- Advanced organizational skills for managing time, prioritizing, and handling multiple deadlines
- Ability to manage large, long-term projects, develop solutions, and implement them effectively
- Strong stakeholder management skills, including empathy, influence, and persuasion with senior leadership and clients
- Ability to lead workshops confidently, present ideas persuasively, and respond to challenging questions
- Ability to define and measure KPIs, build ROI cases, and use data-driven approaches for solution evaluation.
- Skilled in managing stakeholder expectations and communicating issues and solutions clearly
- Ability to use independent judgment and discretion, knowing when to escalate or seek assistance

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.