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Innovation and Technology Solutions Attorney

Department: Technology & Information Services

Organizational Relationship: Reports to the Manager of Emerging Technology & Innovation

FLSA Status: Exempt

Last Updated: June 14, 2024

General Summary:

The Innovation and Technology Solutions 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 and Technology Solutions 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 and Technology Solutions 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 and Technology Solutions 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

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3. Provides updates and analysis of these new technologies and industry trends to firm management and practice group leadership

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 as a practicing litigator in a law firm and with litigation technology (i.e. eDiscovery technology) preferred
- Experience in a technology role preferred

Knowledge, Skills & Abilities

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- Knowledge and experience with a scripting language, e.g. Python, JavaScript etc.
- Knowledge and experience with Front-end technologies, e.g. HTML / CSS
- Knowledge and experience with a database language, e.g. SQL
- Knowledge and experience with Version control, e.g. Git / GitHub and IDEs
- Knowledge of product development / management, e.g. User personas, user stories, scoping and requirements gathering / documenting, roadmap planning and management, UI / UX concepts, and user testing
- Proficiency VBA and Microsoft Office Macros desired
- Knowledge and proficiency in PC applications required, including advanced to expert level proficiency in MS Word, PowerPoint, and Excel, plus Visio a bonus.
- Advanced technology or technology-adjacent skills, e.g. coding, product management, design thinking, process optimization or similar skills
- Ability to innovate a process, product, or service
- Knowledge and proficiency in common legaltech product categories, including
  - Collaboration software
  - Document automation software
  - Data room software
  - eDiscovery software
  - Project / deal management software, both legal and non-legal specific
  - AI contract review technology, both pre and post-execution
  - E-signature platforms
  - Expert systems and robotic process automation, including no and low code alternatives
- Knowledge of process optimization and design thinking methodologies
- Excellent leadership skills, e.g. planning, problem-solving, decision-making and communicating to various teams
- Knowledge of technology terminology and standards, including differences between on premises and differing cloud deployment types
- Knowledge of content and knowledge management systems such as iManage, SharePoint, etc.
- Knowledge of contract lifecycle management systems
- Advanced organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions
- Ability to empathize, influence and persuade stakeholders of varying seniority, up to and including senior partner and staff leadership (e.g. directors and C-Level) as well as senior client stakeholders
- Ability to internally or externally present or lead workshops confidently and persuasively, including ability to think on their feet and respond to difficult questions
- Ability to sell new ideas, products and processes strategically and build case studies through successful project delivery and working relationships
  - Ability to pushback diplomatically and professionally when exercising judgment, including with senior stakeholders, including Excellent stakeholder expectations management (internal and external)
  - Qualification and / or quantification of stakeholder requirements and / or the relative cost / benefit of solving a stakeholder use case for them and for the wider firm / clients
  - Project scoping

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- o Communication of issues and solutions
- o Dealing with difficult conversations or stakeholders
- Ability to use independent judgment and discretion when making majority of decisions, including when to escalate or seek help from direct team or supporting stakeholders

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.