

Knowledge Management Lawyer (Healthcare & Life Sciences)

Department: Knowledge Management – Attorney Development

Organizational Relationship: Reports to the Healthcare & Life Sciences (HCLS) Practice Group Chairs and jointly to the Director of Global Knowledge Management.

FLSA Status: Exempt

Last Updated: May 23, 2024

General Summary:

The Knowledge Management Lawyer (“KM Lawyer”) is responsible for managing the creation, organization and delivery of knowledge assets for the HCLS Practice Group (“HCLS Practice”) in order to help our attorneys to work at the highest level.

The KM Lawyer supports the delivery of a broad portfolio of knowledge services for the HCLS Practice including the monitoring of legal, market and regulatory developments, the preparation of communications and tailored thought leadership pieces for clients, the creation of standard forms and guidance notes, and the collation and organization of precedent. The ultimate goal of these efforts is to further enhance the HCLS Practice’s already strong profile as a pre-eminent authority on healthcare and life sciences regulatory and licensing matters globally and the firm’s reputation as a market leader in the sector.

The KM Lawyer is expected to leverage attorney engagement in order to create the highest caliber resources and to incorporate practice and market experience.

The KM Lawyer is not client-facing day-to-day, although they do create the initial drafts of client communications, market surveys, and tailored thought leadership and may have direct contact with clients to assist in business development efforts, as appropriate. The KM Lawyer may also interface with firm industry group leaders and business development teams to assist with business development efforts.

Essential Duties and Responsibilities:

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

1. In coordination with the HCLS Chairs and with assistance from other attorneys in the HCLS Practice, monitors current legal, market and industry developments and pricing and reimbursement policies in jurisdictions of interest, including the US, EU, UK and China; prepares regular high-quality communications and thought leadership materials for attorneys and clients regarding these developments, including in pitches, newsletters, client presentations, client alerts, and blog posts
2. Identifies, drafts and maintains Latham standard forms, precedent and guidance materials

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3. Coordinates and monitors KM projects under the firm's KM Initiative, working with the attorneys to bring these to fruition and to ensure they meet the team's strategic objectives
4. Supports the HCLS Practice's training programs including setting the curriculum, delegating presentation tasks and assisting with the preparation of training materials, as well as delivering substantive training and training on the knowledge management databases and other KM resources
5. Identifies, collects, and organizes precedent and other work product for the HCLS Practice in the firm's knowledge management databases and, where relevant, creates intranet sites to ensure easy access to the HCLS Practice's knowhow
6. Generally acts as a sounding board for technical legal queries from attorneys relating to HCLS matters
7. Interacts and collaborates with the firm's other KM Lawyers and with the Business Development, Brand & Communications, Technology, Research & Library, and other departments on a knowledgeable and professional level
8. Participates in external forums and with members of the wider KM community in order to keep abreast of industry developments
9. Performs occasional client-billable work, where appropriate, for example when extensive precedent research or project-specific forms development is requested
10. As required, supports and participates in client pitches and business development activities where appropriate
11. Generally fosters a culture of continuous improvement of the HCLS Practice's knowhow
12. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- J.D., Bachelor of Laws, or equivalent required

Work Experience

- A minimum of five years' relevant law firm experience as a practicing attorney required with extensive experience of healthcare and life sciences law and regulation and a focus on the healthcare and life sciences industry sectors

Knowledge, Skills & Abilities

- Extensive technical legal knowledge in the healthcare and life sciences sector and in-depth industry knowledge, including familiarity with the major players in the industry and an understanding of healthcare and life sciences-specific terminology and resources
- Meticulous attention to detail
- Outstanding communication skills, both written and verbal
- Ability to solve problems relating to both technical issues and situations involving the coordination of attorneys, non-attorney staff, and different administrative departments
- Ability to work in a client-focused, highly responsive manner

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- Ability to work independently on projects of significant complexity on a timely basis
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to handle confidential and sensitive information with the appropriate discretion
- Ability to take the initiative to advance the HCLS Practice

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.