

Knowledge Management Lawyer (Private Equity Finance – US)

Department: Knowledge Management – Attorney Development

Organizational Relationship: Reports to the Private Equity Finance Practice Group Chairs and jointly to the Director of Global Knowledge Management

FLSA Status: Exempt

Last Updated: October 2, 2024

General Summary:

The Knowledge Management Lawyer (“KM Lawyer”) is responsible for managing the creation, organization and delivery of knowledge assets for the Private Equity Finance Practice Group (the “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 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, guidance notes and training materials, and the collation and organization of precedent. The ultimate goal of these efforts is to further enhance the firm’s reputation as a market leader in the sector and, as is becoming increasingly clear, they are essential for Latham to compete at the same level as peer firms.

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 Practice Chairs and with assistance from other attorneys in the Practice, develops and maintains a database summarizing key terms from prior private equity finance transactions (ranging from large, syndicated transactions to smaller, middle-market transactions); analyzes the same for key trends and market developments and prepares summaries and presentations of such analysis for the client teams in the Practice and the clients

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2. In coordination with the Practice Chairs and with assistance from other attorneys in the Practice, monitors current legal, market and industry developments and prepares high-quality communications and thought leadership materials for attorneys, client teams and clients regarding these developments, including in pitches, newsletters, client presentations, client alerts, and blog posts
3. Identifies, drafts and maintains Latham standard forms, precedent and guidance materials based on review of legal, market and industry developments
4. 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
5. Identifies, collects, and organizes precedent and other work product for the Practice in the firm's knowledge management databases and, where relevant, creates intranet sites to ensure easy access to the Practice's knowhow
6. Supports the Practice's internal training programs including setting the curriculum, delegating presentation tasks, preparing training materials and delivering training
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 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 working on private equity finance transactions

Knowledge, Skills & Abilities

- Extensive technical legal knowledge in the private equity finance sector and in-depth industry knowledge, including familiarity with the major players in the industry and an understanding of terminology and resources
- Meticulous attention to detail
- Outstanding communication skills, both written and verbal

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- 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
- 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 Practice

Job Location

- Any United States office

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