

Knowledge Management Lawyer (Structured Finance – US)

Department: Knowledge Management – Attorney Development

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

FLSA Status: Exempt

Last Updated: November 14, 2024

General Summary:

The Knowledge Management Lawyer (“KM Lawyer”) is responsible for managing the creation, organization, and delivery of knowledge assets for the Structured 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, trade association and regulatory developments, the preparation of communications, regulatory comment letters and tailored thought leadership pieces for clients, the creation of standard forms, guidance notes and training materials, and the collation, analysis 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.

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, monitors current legal, market and industry developments and prepares high-quality communications, comment letters and thought leadership materials for attorneys and clients regarding these developments, including in pitches, newsletters, client presentations, client alerts, media and blog posts
2. Supports the Practice’s internal training programs including setting the curriculum, delegating presentation tasks, preparing training materials and delivering training

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3. Identifies, drafts and maintains Latham standard forms, precedent and guidance materials, including relating to opinion practices
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 and updates intranet sites to ensure easy access to the Practice's knowhow
6. Liaises with industry bodies such as the Structured Finance Association, LSTA, SIFMA and the International Swaps and Derivatives Association, including to review and respond to consultation papers as well as to follow industry forms and practice
7. Generally acts as a sounding board for technical legal queries from attorneys relating to structured finance matters
8. 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
9. Participates in external forums and with members of the wider KM community in order to keep abreast of industry developments
10. Performs occasional client-billable work, where appropriate, for example when extensive precedent research or project-specific forms development is requested
11. As required, supports and participates in client pitches and business development activities where appropriate
12. Generally fosters a culture of continuous improvement of the Practice's knowhow
13. 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 structured finance law and regulation

Knowledge, Skills & Abilities

- Extensive technical legal knowledge in the structured finance and derivatives sectors 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
- Ability to solve problems relating to both technical issues and situations involving the coordination of attorneys, non-attorney staff, and different administrative departments

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- 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

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.