

Partner Recruiting & Integration Manager – Research & Analysis

Department: Partner Recruiting & Integration

Organizational Relationship: Reports to the Partner Recruiting & Integration Senior Manager – Research & Analysis

FLSA Status: Exempt

Last Updated: August 6, 2024

General Summary:

The Partner Recruiting & Integration Manager – Research & Analysis serves as an integral part of the global Partner Recruiting & Integration Department in support of the firm's partner hiring and integration strategies and priorities. The Manager works closely with Partner Recruiting & Integration Department leadership and members of firm leadership, including business services colleagues across the firm, to develop and administer the services of a global research and analysis function focusing on recruitment and integration.

Essential Duties and Responsibilities:

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

1. Manages the diligence process for each prospective lateral partner's candidacy by quickly and accurately summarizing application materials, applying critical thinking to identify items for consideration by firm and department leadership, and ensuring that relevant information is distributed appropriately, often on an accelerated timeframe
2. Undertakes additional due diligence of lateral partner candidates as requested by firm and department leadership
3. Prepares targeted research materials in support of proactive hiring efforts (e.g., market research, talent maps, competitor analyses)
4. At the direction of department leadership, provides support for other aspects of the partner recruiting process, including the drafting of memoranda in support of the interview and vote processes, preparing other written materials in connection with lateral partner votes, and ensuring that the presentation and summation of each candidacy is globally consistent in format, tone, and style
5. In close coordination with members of the Partner Integration function, develops written materials to support the integration progress of internally promoted and lateral partner populations
6. Supports the preparation of materials for firm and administrative leadership which detail recruiting and integration activity
7. Develops and maintains strong relationships with colleagues across the firm's business

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services functions, particularly Research & Library, Attorney Development, and Business Development

8. Utilizes new and emerging technologies, including generative artificial intelligence, as appropriate, and especially in connection with written work product
9. Completes special projects as required
10. Generates performance evaluations and recommends salary increases, working with Human Capital & Talent to recruit, hire, train, coach, and manage the performance of employees
11. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree or equivalent required

Work Experience

- A minimum of six years' experience in a law firm setting, either as an attorney or in a competitive intelligence, research, or data analysis role, preferred

Knowledge, Skills & Abilities

- Superior oral and written communication skills, with a strong attention to detail and ability to write effectively and commercially for the highest levels of firm leadership
- Excellent research and analysis skills, including the ability to synthesize large quantities of information into meaningful, high quality, and commercially-focused written work product
- Ability to identify issues for escalation and do so in the appropriate manner
- Ability to work under pressure and to effectively manage changing and competing priorities, demands and timelines
- Ability to develop a deep knowledge of firm practices and culture
- Well-developed and professional interpersonal skills and ability to communicate effectively
- Ability to work collaboratively and effectively with people at all organizational levels
- Ability to work collaboratively with a non-hierarchical approach
- Ability to apply sensitivity to the needs of diverse and multicultural constituencies
- Strong computer and technical skills, including MS-Word, Excel and PowerPoint
- Exceptional judgment and ability to handle highly confidential and sensitive information with appropriate discretion

Additional Requirements

- Occasional 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.

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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.