

# Development Intelligence Lab.

## Position Description.

*The Lab's Talent Roster*

Project Manager / Senior Analyst

December 2025

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Approved 8 December 2025.

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## One | The Essentials.

This recruitment will establish a pool of candidates from which the Lab will draw to fill various current and future positions at the Project Manager / Senior Analyst level.

Employment status	A range of consultant and staff positions are likely to be available
Reports to	TBD
Hours	Full time and part time options available
Salary	Hourly rate to be negotiated (equivalent to \$90,000 – \$125 000 FTE per annum incl. super)
Location	Canberra preferred but open to other locations in Australia
Supervision	TBD
How to apply	CV and cover letter to <a href="mailto:bridi.rice@devintelligencelab.com">bridi.rice@devintelligencelab.com</a> , specifying which type of role you are most interested in.  Applications will be reviewed on a rolling basis.
Expected start	Candidates for current openings to commence in March / April
Our vibe in four words	Integrity   Clarity   Ambition   Insight

## Two | About Development Intelligence Lab.

The Lab is a think tank working on development cooperation in the Indo-Pacific.

Our Vision is an Indo-Pacific where modern development cooperation is informed by inspired leadership, innovative ideas and robust debate. Our Mission is to inject modern development insights into Indo-Pacific leadership and strategy.

We curate, sense-make and elevate Indo-Pacific insights and deliver them to those who need them.

Ultimately, we want to be the premier link between Indo-Pacific peace, development and security insights, and those in the tough business of making decisions that affect lives.

## Three | Position Overview.

This recruitment round will establish a roster of candidates at the Project Manager / Senior Analyst level. These roles are hybrid in nature, combining project leadership with analytical depth. You are not expected to meet every component outlined below to apply.

### **Project Manager**

The Project Manager is responsible for leading the effective design, delivery, monitoring and impact of the Lab's projects. This includes taking ownership of project planning and execution, ensuring quality and timeliness of deliverables, and proactively managing risks, stakeholders and resources. The Project Manager works closely with the relevant Project Lead and provides guidance and coordination across administrative, operational, analytical and engagement functions.

### **Senior Analyst**

The Senior Analyst leads the production of high-quality research and analysis that is responsive to stakeholder needs and aligned with the Lab's mission. This includes identifying research priorities based on emerging policy questions, designing and delivering analytical products, and shaping the Lab's thought leadership. The role spans traditional analytical work as well as testing and advancing innovative methodologies.

### **Hybrid functions**

Across both roles, the most critical expectations are that the Project Manager / Senior Analyst can:

- Manage complex and often time-sensitive communications with a diverse and frequently senior stakeholder group, exercising sound judgement and discretion.
- Operate flexibly and confidently in environments that require iteration, adaptation and growth, often in the face of ambiguity.
- Lead or contribute to the development, production and dissemination of research and analytical products through formal and informal channels, tailoring outputs to varied stakeholder needs.

The Project Manager / Senior Analyst will report to a member of the Lab's leadership team or a designated Project Lead, and will work closely with the internal research team and our network of contractors, partners and vendors.

As part of a small and dynamic organisation, the Project Manager / Senior Analyst will also contribute to the Lab's internal operations, strategy and organisational health, and play a key role in shaping culture.

## Four | Position Responsibilities.

Roles filled through this process will combine selected responsibilities from the list below (with the exception of those that apply to all roles). In your application, please address the responsibilities most aligned with your experience and interests.

## **1. Analysis, policymaker engagement and impact**

Lead or contribute to the consistency, quality and strategic impact of the Lab's analysis, communications and policy engagement. Responsibilities may include:

- Leading or conducting analytical work, including data analysis and research synthesis.
- Developing high-quality written, spoken and visual analytical products.
- Coordinating and facilitating expert convenings to inform and strengthen Lab analysis.
- Designing and producing public-facing content including social media, website materials and presentations.
- Preparing for, coordinating and participating in policy engagement meetings with senior officials.
- Supporting or leading in-person engagement activities such as private briefings, dialogues and public events.
- Ensuring methodological rigour through desk research, fact-checking and quality assurance.
- Tracking and interpreting Lab metrics on reach, influence and performance to strengthen impact.

## **2. Project management**

Lead or support the management and operational delivery of Lab projects. Responsibilities may include:

- Developing, maintaining and monitoring detailed work plans.
- Preparing high-quality progress updates and reports for funders and partners.
- Coordinating with partners and stakeholders to advance project deliverables and manage expectations.
- Identifying opportunities to strengthen project management processes and systems across the Lab.
- Anticipating risks and proposing mitigation strategies that keep projects on track.
- Establishing and managing budget and contractual requirements.

## **3. Communications coordination, production & implementation**

Oversee or support the coordination and production of the Lab's analytical pipeline. Responsibilities may include:

- Leading internal production meetings and ensuring follow-through to deliver high-quality, high-impact outputs.
- Managing contributions to major Lab products and platforms such as Intel editions, Readout series and Situation Room events.
- Producing or coordinating content for social media, email campaigns and the Lab website.
- Providing editorial oversight to ensure clarity, influence and quality across Lab products.
- Working with digital contractors to manage and evolve the Lab's website and digital infrastructure.

- Strengthening the Lab's broader digital presence through strategic social media and communications approaches.

#### **4. People & Culture (all roles)**

Contribute to correspondence and collaboration with both internal staff and external stakeholders to enable the Lab to meet its deliverables and maintain its 'people-first' culture. Practically, this could look like:

- Preparing communications, such as emails and meeting agendas for internal and external stakeholders.
- Summarising and distributing key messages from internal and external meetings, correspondence and reports.
- Contributing to meeting facilitation as appropriate.
- Managing calendars, correspondence, staff scheduling and travel arrangements.
- Contributing to a collaborative human-centred office and work culture.

#### **5. Sustainability (all roles)**

Contribute to the future strategy and sustainability of the Lab. Practically, this could look like:

- Implementing internal improvements that will enhance the Lab's engagement and policy impact.
- Contributing to project/grant proposals and concept notes.
- Contributing to long-term strategy discussions where appropriate.
- Forging new connections and creating opportunities for the Lab as appropriate.

## **Five | Recipe for Success.**

At the Lab, we understand that high performance comes in all shapes and sizes. You should have a few of the following attributes:

- High cross-cultural competency.
- High organisational skills
- Enjoy people and boosting morale across teams.
- Ability to multi-task, managing multiple projects at the same time.
- Lived experience working in an office environment, in government, academia or the private sector.
- A commitment to rethinking development cooperation and harnessing new initiatives.
- Communications nous and production experience for Government (writing, editing, audio, verbal briefing, social media)
- An interest and ability to bridge the research / policy maker divide.
- Attention to detail and high-quality synthesis skills.
- A passion for excellence and great practice.
- A love of trying new things.

A working relationship is a two-way street. You can expect the following from us at The Lab:

- A lifestyle-friendly workplace
- Flexible work arrangements
- Exposure to dynamic people, ideas and ways of working
- Support for you to realise your career ambitions.

## Six | Diversity and Inclusion.

Development Intelligence Lab is proud to be an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws.

The Lab strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, religion, colour, national origin, ancestry, disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, pregnancy, age, sexual orientation, military or veteran status, citizenship or any other protected classification under applicable federal, state, or local laws.

In addition, the Lab complies with the relevant country laws governing employment non-discrimination in all our organisation.

If you need any assistance at all from us in the application process – including accessibility during the interview stage – let us know via the email below.

## Seven | How to Apply and Questions.

Email your CV with three recent and available referees, and a 1 page cover letter to the Lab's CEO, Bridi Rice, [bridi.rice@devintelligencelab.com](mailto:bridi.rice@devintelligencelab.com) by **11 January 2026**.

Please include your earliest availability and preferred FTE rate.

Have any questions? Drop us a line at [hello@devintelligencelab.com](mailto:hello@devintelligencelab.com)