Development Intelligence Lab.

Position Description.

The Lab's Talent Roster

Project Officer / Analyst

December 2025

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Project Officer / Analyst.

Approved 8 December 2025.

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 Officer / 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 $70,000 to $85,000 for 1.0 FTE incl. super)
Location	Canberra preferred but open to other locations in Australia
Supervision	TBD
How to apply	CV and cover letter to bridi.rice@devintelligencelab.com, 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 will establish a roster of candidates for an officer level. These positions will be hybrid in combining both project and analysis responsibilities. You do not need to meet the criteria for all components outlined below to apply.

Project Officer

The purpose of the Project Officer / Analyst role is to enable the successful design, delivery, monitoring and impact of the Lab's projects.

This role will work closely with the respective Project Lead across wide range of administrative, operational, analytical and stakeholder engagement tasks.

Analyst

The purpose of the Analyst role is to produce research and analysis that is responsive to stakeholder needs and in line with the Lab's impact goals and its values.

This includes identifying research / analysis topics based on stakeholder needs, designing and delivering research and analysis, producing written pieces for publication. The role includes more traditional research and analysis activities as well as developing and testing innovative approaches.

Hybrid functions

Some of the most critical elements across these positions are that:

- The Project Officer / Analyst can effectively, and in a timely manner, manage daily communications to a diverse array of (often) senior stakeholders;
- The Project Officer / Analyst can operate flexibly on new ways of doing things which may require iteration, adaption, and/or substantial growth; and
- The Project Officer / Analyst can aid in the production and dissemination of research and analysis, through formal and informal channels, in a way that is responsive to different stakeholder needs.

The Project Officer / Analyst will report to a member of the Lab leadership team or the respective Project Lead and work closely with the internal team of researchers and our valued contractors, partners, and vendors.

As a member of a small team, any Project Officer / Analyst will contribute to the internal operations, strategy and sustainability of the Lab and be a key contributor to culture.

Four | Position Responsibilities.

The Project Officer / Analyst roles which the Lab is expecting to fill from this recruitment will include a combination of selected responsibilities from the list below (except those responsibilities which are identified as applicable to all roles). In your application, please select and address the responsibilities that you are most suited to, based on your background and interests.

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

Contribute to and support the consistency, quality and integrity of the Lab's analysis, communications and policy engagement. Practically, this could look like:

- Analysing research and data.
- Developing written, spoken and visual analytical products.
- Coordinating the convening of expert groups to inform and generate Lab analysis.
- Creating public-facing material, such as social media, website content and Lab presentations.
- Coordinating and participating in meetings with policymakers to further the Lab's policy engagement.
- Supporting the delivery of in-person engagement activities, such as private briefings, dialogues, and public events.
- Conducting desk research and undertaking fact-checking and synthesis activities as directed.
- Collecting Lab metrics on reach, impact and performance.

2. **Project management**

Supporting the management and the operational delivery of projects.
Practically, this could look like:

- Contributing to the development and monitoring of work plans.
- Preparing project updates and project reports for funders.
- Executing project tasks to advance deliverables, such as corresponding with partners and stakeholders etc.
- Contributing to strengthening project management and delivery processes.
- Developing and adhering to budget and contractual requirements.

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

Coordinate the management and production of the Lab's product pipeline in close collaboration with Lab staff. Practically, this could look like:

- Coordinating internal production meetings and follow-up to ensure high quality, high impact and timely Lab analysis, and executing or delegating accordingly.
- Coordinating contributions to, and publication of, various Lab platforms (for example, Intel editions, Readout series, Situation Room events, and more).
- Producing and coordinating social media, email campaign and website content for the Lab and our staff
- Being a critical editorial eye on Lab content and working with other staff to ensure top quality product.
- Working with our digital contractors to manage and lead website additions and evolutions.
- Improving the Lab's current digital presence through social media and email strategies and campaigns.

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 by **18 January 2026**.

Please include your earliest availability and preferred FTE rate.

Have any questions? Drop us a line at hello@devintelligencelab.com