Development Intelligence Lab.

Position Description

Operations Officer

Position Description I Operations Officer.

One I The Essentials.

Employment status:	Maximum Term Employment Contract for 1 year subject to renewal
Reports to:	Martina, Zapf, General Manager
Part time/full time:	Part time/0.8 FTE with flexible hours
Salary level:	$70,000 – $85,000 per annum for 1.0FTE incl superannuation (at 12%)
Benefits:	Statutory leave plus 5 days additional annual leave per year, Christmas shutdown period, flexible work, wellbeing and other allowances
Location:	Canberra I Office
Expected start:	As soon as possible
Our vibe in 5 words:	Integrity I Clarity I Ambition I Insight I Collaboration

Two I 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.

We offer a family friendly workplace, flexible work arrangements, additional benefits and support for you to realise your professional development and career ambitions.

Three I Position Overview.

This role is central to ensuring the smooth and efficient functioning of the Lab. As part of the team, the Operations Officer will contribute to maintaining the Lab's high standards of performance, supporting delivery of its vision and impact agenda, and fostering a positive and collaborative culture. The position will be specifically responsible for managing and improving the Lab's operational systems, processes and resources, ensuring that the organisation functions effectively and compliantly. This includes administrative, financial, logistical and project support functions, and contributing to the development of operational policies and procedures.

The role will report to the General Manager and work closely with all members of the Lab team. It will include responsibility for coordinating and supporting staff to ensure operational needs are met,

mentoring colleagues in operational best practice, and identifying opportunities to improve efficiency, quality and resilience across the organisation.

Four I Position Responsibilities.

The Operations Officer will be responsible for administrative, financial, logistical and project support functions. Specific responsibilities include:

- Manage the Lab's day-to-day operations and ensure smooth delivery of organisational priorities.
- Maintain and improve operational systems, processes, and policies with an eye on the Lab's sustainability.
- Support budgeting, tracking expenditures, and processing financial transactions.
- Coordinate logistics for projects, events, and travel.
- Ensure compliance with legal and contractual requirements, including regular updates of organisational policies and guiding staff in their application.
- Support organisational and project risk assessment and mitigation.
- Oversee procurement, asset management, and resource allocation.
- Maintain accurate records, contracts, and operational documentation.
- Support key human resources management process, such as the development of position descriptions, coordination of recruitment processes, coordinating professional development and feedback processes.
- Coordinate with external providers to ensure Lab IT and cyber security systems are regularly maintained.
- Support and mentor staff in operational best practice.
- Facilitate effective communication and coordination across the team.
- Contribute to a positive, inclusive, and high-performing workplace culture.
- Forge new connections and opportunities for the Lab.

Five I 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:

- A commitment to the Lab's mission and the ability to translate it into effective operational delivery.
- Demonstrated capacity to manage and continually improve operational systems, processes, and resources in a dynamic environment.
- Experience in small organisational operations, with the ability to work across multiple functions including finance, HR, compliance, logistics, and administration.
- A collaborative, solutions-focused approach with the ability to anticipate and resolve operational challenges.
- Exceptional organisational skills, attention to detail, and the ability to manage competing priorities under tight timelines.

- Strong problem-solving skills and the ability to adapt processes creatively to meet changing needs.
- Proven ability to build positive working relationships across a small, high-performing team and with external partners.
- Highly developed written and verbal communication skills, with the ability to produce clear and accurate operational documentation.
- AI competency and curiosity.
- A love of efficiency, continuous improvement, and finding smarter ways of working.
- Commitment to fostering a positive, inclusive, and high-performance workplace culture.
- A love of trying new things.

Six I How to apply.

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**.

Seven I 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 from us in the application process – including accessibility during the interview stage, let us know via the email below.

Eight I Questions.

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