

# Development Intelligence Lab.

## Position Description

Operations Officer

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## **One | The Essentials.**

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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:	\$75,000 – \$90,000 per annum for 1.0FTE pro rata, plus superannuation (12%)
Benefits:	Statutory leave plus 5 days additional annual leave per year, Christmas shutdown period, flexible work, wellbeing and other allowances
Location:	Canberra   Office
Expected start:	As soon as possible
Our vibe in 5 words:	Integrity   Clarity   Ambition   Insight   Collaboration

## **Two | About Development Intelligence Lab.**

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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 | Position Overview.**

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This role is central to ensuring the smooth and efficient functioning of the Lab. The position will be specifically responsible for running and improving the Lab's operations and financial management, ensuring that the organisation functions effectively and compliantly.

On the one hand, this includes supporting projects and project teams in delivering on time and on budget. On the other hand, this involves supporting the Leadership Team and the organisation's overall corporate functions including operations, financial planning and monitoring, as well as compliance. The role will also identify ways to improve systems and processes and implement such changes.

The role will report to the General Manager and work closely with all members of the Lab team. The role will also work closely with the Lab's external accounting partner.

## **Four | Position Responsibilities.**

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Overall responsibilities include:

- Manage the Lab's day-to-day operations in support of organisational priorities
- Maintain and improve operational systems, processes, and policies with an eye on the Lab's sustainability
- Conduct financial planning and monitoring for the organisation and its projects
- Support and mentor staff in operational and financial best practice
- Facilitate effective communication and coordination across the team
- Contribute to a positive, inclusive, and high-performing workplace culture

Specific responsibilities include:

### **People**

- Coordinate and back-stop recruitment processes
- Draft and administer staff and consultant contracts
- Manage tools for tracking staff time against projects and conduct analysis
- Support managers in implementing performance and learning processes
- Stay abreast of any legal changes and applying them in staff contracts and policies

### **Financial**

- Develop and update organisational budgets
- Monitor financial expenditures
- Analyse financial reports, cost structure and identify optimisations
- Compile acquittals
- Manage invoices and payments
- Liaise with the Lab's external accountants on ongoing financial transactions and payroll

### **Corporate**

- Manage the Lab's office and office lease
- Manage the Lab's assets and inventory
- Manage insurances and insurance renewals
- Coordinate IT and cyber security support
- Carry out procurement processes
- Review corporate policies against legal and contractual requirements and update them
- Monitor and support corporate policy implementation
- Coordinate and conduct staff compliance trainings
- Identify and implement improvements to corporate and project operations

### **Projects**

- Review and manage project contracts
- Support, develop and update project budgets
- Lead or support the organisation of events
- Organise travel

## Five I Recipe for success.

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At the Lab, we understand that high performance comes in all shapes and sizes.

We are particularly interested in candidates who enjoy working in small, highly collaborative teams and who are comfortable balancing strategic thinking with hands-on operational delivery.

You should have a few of the following attributes:

### Essential

- Experience executing day-to-day operations, budgets, financial monitoring and reporting in a small to medium organisation.
- Proven ability to develop and manage budgets, monitor expenditure, prepare financial reports/acquittals, and manage contracts (staff, consultants, and projects).
- Experience working with government or publicly funded organisations.
- Familiarity with compliance, accountability, procurement, and reporting requirements typical of government or public funding environments.
- Experience supporting recruitment, contracts, performance processes, and maintaining HR and operational systems in a collaborative workplace.
- Ability to work closely with senior staff, support managers, liaise with external accountants and service providers, and communicate clearly across a small team.
- Attention to detail combined with practical problem-solving.
- Able to manage compliance and risk while also improving systems in a pragmatic, proportionate way suitable for a small organisation.
- Experience with an accounting software like Xero and a time tracking software like Harvest.
- Strong Excel skills.
- AI competency and curiosity.
- A love of efficiency, continuous improvement, and finding smarter ways of working.

### Desirable

- Formal qualification in finance, accounting, business administration, or public administration (e.g. accounting, finance, management, or equivalent professional experience).
- Experience in a not-for-profit, policy, research, or advisory organisation, ideally with government engagement.
- Experience with grant management and acquittals, including tracking staff time against projects and meeting funder reporting requirements.
- Knowledge of Australian employment, contract, and WHS frameworks with experience translating legal requirements into clear, usable internal policies.
- Experience managing corporate functions in small teams including IT coordination, cyber security awareness, insurance, leases, procurement, and compliance training.
- Demonstrated interest in organisational sustainability and culture

- Experience contributing to inclusive, values-driven, and high-performing workplace cultures.

## **Six | How to apply.**

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Email your CV with three recent and available referees to the Lab's General Manager, Martina Zapf: [mzapf@devintelligencelab.com](mailto:mzapf@devintelligencelab.com) by **27 February 2026**. Applications will be reviewed and interviews conducted on a rolling basis.

## **Seven | Diversity and Inclusion.**

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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 | Questions.**

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