

# Development Intelligence Lab.

Position Description  
Project Assistant

February 2024

# Position Description | Project Assistant

Approved 08 February 2024

## One | The Essentials.

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<b>Employment status:</b>	12-month contract
<b>Reports to:</b>	Analyst or General Manager
<b>Part time/full time:</b>	0.6 -1.0 FTE, with flexible hours suited to candidate
<b>Salary:</b>	\$55,000 - 60,000 per annum (including superannuation) for 1.0 FTE or pro rata for part time hours
<b>Location:</b>	Canberra   Office + home-based where required
<b>How to apply:</b>	CV + Cover Letter to <a href="mailto:hello@devintelligencelab.com">hello@devintelligencelab.com</a>
<b>Expected start:</b>	As soon as practical
<b>Our vibe in four words:</b>	Integrity   Clarity   Ambition   Insight

## 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 do this by cutting through the noise.

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.

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The primary purpose of this position is to support The Lab to implement its programme of activities and assist in the day-to-day running of the organisation. The position will also support the delivery of the Pulse Check project.

The Project Assistant will report to the Analyst or the General Manager but work closely with The Lab's CEO and our valued contractors, investors, vendors, as well as provide reliable support across projects, research, communications, stakeholder engagement and internal management as required.

## Four | Position Responsibilities.

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Under the general direction of the Analyst (Pulse Check project lead) and General Manager, the Project Assistant will:

1. **Provide project delivery support** for our Pulse Check project.
2. **Provide research support** including background research, data clean-up, data analysis.
3. **Provide editorial support** including writing, editing, reviewing, researching, and fact-checking.
4. **Provide communications support** including drafting and scheduling of public-facing material, such as social media, email, and website content.
5. **Provide liaison support** including responding to enquiries, drafting correspondence and related material, and representing the Lab at events.
6. **Provide professional support** with logistics, running and administration of events and publications, including speaker and participant liaison, venue booking, audio-visual arrangements, catering and rsvp coordination. Assist in the preparation of related collateral as required.
7. **Provide internal management support** to ensure the effective delivery of governance, strategy, reporting, and human resources materials and activities.
8. **Perform other duties** as directed, consistent with general expectations of the role.

## Five | Recipe for Success.

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

- Well-developed written and oral communication skills and the ability to liaise effectively with stakeholders.
- Strong writing, researching, and editorial skills.
- Strong digital and communications skills – these could be across Office, Adobe, or particular skills in social media, publishing, podcast editing, email crafting, graphic design, and communications strategy.
- Proven ability to work flexibly, show high initiative, anticipate roadblocks and next steps, juggle concurrent tasks and align to the strategic vision, and work with minimum supervision when required.
- A desire to work collaboratively with multiple people and willingness to understand diverse viewpoints.
- A love of trying new things, experimenting, and adapting to feedback.
- Experience providing administrative and project support and improving the business operations of a small organisation.
- Demonstrated interest in international development and Government policymaking.

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 | How to Apply.**

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Email your CV and cover letter to [hello@devintelligencelab.com](mailto:hello@devintelligencelab.com). We will review applications and conduct interviews on a rolling basis until the position is filled.

Your CV should include a short personal profile summary (half a page maximum).

## **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.

## **Eight | Questions.**

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

Development  
Intelligence  
Lab.