

Project Manager

Permanent Full Time

Salary negotiable based on experience

Background

Founded in 2016, EnviroDNA is Australia's first dedicated commercial provider of environmental DNA (eDNA) services. We are a purpose driven business, which spun out of our sister environmental science company Cesar Australia. As the name suggests, eDNA is at the heart of what we do. We help government, not-for-profit and private organisations across various sectors to detect species and map biodiversity using eDNA, with ground-breaking results.

We aim to inspire a nature-positive world and revolutionise biodiversity conservation by:

1. Enabling the best possible environmental management decisions and outcomes thanks to better biodiversity data.
2. Connecting people with the natural world around them.

We seek to achieve this in our work by:

- Using eDNA to generate powerful and unprecedented biodiversity and species occurrence data.
- Engaging and up-skilling community and Traditional Owners to utilise eDNA as a citizen science monitoring tool.
- Driving industry awareness, adoption and best practice of eDNA methods in Australia.

Role Description

We are looking for a Project Manager who can bring their strong organisational and communication skills to drive project delivery and build meaningful client relationships.

The ideal candidate is passionate about delivering scientific outcomes, energised by innovation, and comfortable managing multiple priorities in a collaborative, fast-paced environment. We are seeking someone who is naturally curious, eager to learn, and enjoys being part of a small, agile team. The successful candidate will also demonstrate strong skills in client management, business development, and science communication.

This role would be a great fit for applicants who:

- Have experience working in environmental consulting, and feel drawn to more innovative, tech-driven solutions for clients.
- Thrive in fast-paced environments, and would enjoy working in a small, growing team doing cutting-edge work.
- Have a science background and solid project management experience, and are excited to contribute their skills to purpose-driven biodiversity projects.

If this sounds like you, we'd love to hear from you!

Role Mission

To drive growth, efficiency, and client success by leading complex projects, improving service delivery, supporting client engagement, and expanding EnviroDNA's market position. Reporting to the Service Delivery Lead, this role will enhance client experience, develop strategic business opportunities, and ensure projects are delivered for clients to the highest scientific and operational standards.

Role Outcomes

- **Client Retention & Growth** – Clients return and refer new business due to outstanding service.
- **Revenue Growth** – Increased sales and expansion into new markets, aligned with sales targets.
- **Efficient & High-Quality Project Execution** – Projects delivered on time, within budget, and with scientific rigor.
- **Process Improvements** – More efficient, scalable, and higher-quality project delivery methods.

Key Responsibilities

1. Project & Client Management (70%)

- Lead projects for a range of clients completing eDNA assessments, including high-value, complex, and strategic commercial projects (e.g., government tenders, multi-stakeholder programs) and community-based monitoring programs.
- Oversee project onboarding, execution and close-out to ensure projects are delivered on time and budget in line with client expectations.

- Act as the primary account manager and point of contact for select commercial clients, ensuring long-term partnerships by proactively addressing their needs, providing strategic guidance on eDNA applications, and identifying opportunities for ongoing collaboration and service expansion.
- Manage client relationships proactively, ensuring clear communication, anticipating client needs, and resolving issues before they escalate.
- Ensure seamless coordination with the lab, data science, and administrative teams for efficient project delivery.
- Assist with fieldwork on various projects to support the collection of samples for client projects and support the delivery of client training sessions and community engagement events, where required.

2. Business Development & Market Growth (20%)

- Support the implementation of EnviroDNA's business plan and market strategy.
- Provide guidance, insight and training to prospective and new clients, educating them on EnviroDNA's service offerings and how eDNA can support their project objectives.
- Develop and deliver proposals, grants, and tenders to drive revenue growth, working closely with the Business Development Lead.
- Represent EnviroDNA at industry events, conferences, and client meetings to build brand authority and generate leads.

3. Innovation, Service Development and Process Improvement (10%)

- Ensure best practices in project and client management, OH&S compliance, and data management are upheld across the company.
- Identify new service offerings or enhancements based on client feedback and market trends.
- Provide input on company strategy to improve project management processes and overall business performance.
- Develop and maintain strong relationships with colleagues.

Core Competencies

Skills

- Background in environmental science/ecology, with demonstrated experience in project management and client relationships.
- Excellent communication and interpersonal skills, with the ability to clearly communicate scientific concepts to clients and stakeholders (including commercial organisations, community groups, Traditional Owners, government agencies, and clients with limited scientific background).

- Extremely well organised, demonstrating initiative, and able to quickly identify and resolve project/client issues.
- Skilled at developing and maintaining long-term client relationships, anticipating needs, and fostering trust.
- Knowledge of eDNA applications is preferable but not required.

Behaviours

- Builds strong, trust-based relationships with clients to ensure long-term partnerships and repeat business.
- Can-do attitude and ability to work collaboratively in a small, fast-paced team.
- Demonstrates meticulous attention to detail, consistently delivering projects to a high standard, on time and budget, and aligned with client expectations.
- Efficiently manages multiple projects and clients, identifies risks early, and implements solutions at scale.
- Operates in a way that supports EnviroDNA's long-term strategy, goals, and core values.
- Anticipates challenges, responds effectively to change, and continuously seeks opportunities for innovation and efficiency.

Our Company Values – what matters to our team

Excellence – Scientific rigour and innovation are central to the practical outcomes we deliver.

Grit – We are fast paced, determined and persevere through challenges.

Own It – We are passionate about what we do and own the responsibility for achieving greatness.

Purpose – We are driven by purpose and strive to have a positive impact.

Trust – We have the courage to face ambiguity and help others do the same.