



Senior Guardian (Identified)

State-Wide Legal Matters

Guardianship

The Senior Guardian conducts structured personal decision making and advocacy for adults with impaired capacity where the Public Guardian has been appointed, or is the nominated attorney, for personal matters including legal matters. Senior Guardians ensure a client's rights, interests, views, wishes and preferences are elevated and centred in all decision making and advocacy activities.

Your key responsibilities

- Undertake structured decision making for legal matters, adhering to organisational policies, practice directions and organisational and legislative frameworks. Legal matters may be in areas of law such as criminal law; mental health; child protection; domestic and family violence, family law, and immigration.
- Ensuring all client-related documentation and guardianship activities are appropriately recorded, accurate and up-to-date, including Guardianship reports, decision reports, visit reports, decisions and file running notes.
- Provide advice, information and support to the Public Guardian and their delegates, regarding guardianship practices as they relate to appointments for legal matters.
- Liaise with and maintain positive relationships with internal and external stakeholders including community groups, government departments and other agencies involved in providing services to adults with impaired decision-making capacity.
- Participate in community education/ liaison activities as a representative of the Public Guardian including undertaking public speaking engagements.

<p>Job advertisement reference QLD/623004/25</p>
<p>Role type Permanent Flexible full-time</p>
<p>Classification AO5</p>
<p>Salary \$101,174 to \$109,783 per annum <i>Plus leave loading and 12.75% employer superannuation contribution</i></p>
<p>Location Townsville or Cairns</p>
<p>Contact Bronwyn Green, Manager Legal (Guardianship) 3738 9404</p>
<p>Closing date Thursday, 13th March 2025</p>
<p>Our workplace The Office of the Public Guardian (OPG) is an independent statutory office established to protect the rights and interests of adults with impaired decision-making capacity, and children and young people in the child protection system and other visitable sites. Join us as we protect, support, advocate, educate and empower, to build a Queensland where our most vulnerable community members can live with dignity.</p>

Technical skills, abilities and cultural capability

- Working knowledge of (or ability to quickly acquire) the legislation outlining the statutory functions and powers of the Public Guardian, and legislation relating to legal matters involving clients of the Public Guardian
- Working knowledge of the Queensland disability sector including working with adults with impaired decision-making capacity.
- Completes workload within established timeframes and adjusts priorities quickly as circumstance dictate.
- Builds long-term professional partnerships with a range of stakeholders from other cultures as well as First Nations people.
- Contributes to workplace equity, diversity, respect and inclusion that enriches our culture of respect and inclusion.
- Ability to operate computer applications including the use of database or record management systems.
- Writes concise, logical and grammatically correct records and documents.

Leadership stream — we lead ourselves or we lead others

We are all leaders in the Queensland public sector, across all roles and classification levels. We apply the [Leadership Competencies for Queensland \(LCQ\)](#) framework to outline the expected behaviours and competencies in the workplace for all roles. This role has been identified as an Individual Contributor.

Working relationships

This role interacts with internal stakeholders across the entire department and external government entities.

Reports to: Team Leader Guardianship

Direct reports: Not applicable

Collaborates with: Queensland Civil & Administrative Tribunal, Public Trustee of Queensland, National Disability Insurance Scheme, Mental Health Review Tribunal, government and non-government agencies providing direct supports to clients, OPG Adult Legal Team, OPG Investigations Team and the OPG Community Visitor and Advocacy Team.

The team and the branch

The Guardianship team operates and makes decisions on behalf of clients within a supported decision-making framework. When making decisions, a guardian will consider a range of different information including the client's views, views of family members and other interested parties, and any relevant medical and service provider reports and opinions. In making decisions, guardians are required to follow the OPG Structured Decision-Making Framework and OPG *Human Rights Act 2019* Decision-Making Framework as well as apply the General Principles as outline in s11B of the *Guardianship and Administration Act 2000*. Guardians also provide advocacy on behalf of clients to ensure that their rights are protected and voices are elevated and considered in matters that impact on their lives.



Qualifications and conditions

Possession of a C class driver's licence is a mandatory requirement for this role, as travel is required to attend meetings, events and visits in a range of locations that are often not accessible by alternative means.

Identified role

This role is designated as Identified. Under section 25 of the Anti-Discrimination Act 1991 (Qld), it is a genuine occupational requirement for the incumbent to be an Aboriginal person and/or Torres Strait Islander person.

An Aboriginal person and/or Torres Strait Islander person is one who identifies as an Aboriginal person and/or Torres Strait Islander person and either:

- Is of Aboriginal and/or Torres Strait Islander descent; or
- Is accepted as an Aboriginal and/or Torres Strait Islander by the Aboriginal and/or Torres Strait Islander community in which they live.

Applicants to this role may have to provide confirmation of their Aboriginal and/or Torres Strait Islander heritage. Requesting proof of Aboriginal and/or Torres Strait Islander heritage from applicants helps to make sure that this intention is honoured. This may include a signed statutory declaration by the person as outlined in this [Evidence of Attribute – Aboriginal and/or Torres Strait Islander Identified Roles](#).

Suitability for employment

The following suitability for employment checks are required for this role:

- Serious disciplinary action check (former or current Queensland public sector employees only)
- Criminal history check

Additional information

Below is some additional information about the role. Review the **Applicant Information Package** for more information.

Probation

A minimum six-month probationary period will apply to new employees.

Physical demands and nature of work

Guardianship activities may include overnight travel to regional areas for up to a week. This role is administratively based and at times requires prolonged sitting and use of a computer or laptop. The role of a Guardian requires regular face-to-face contact with our clients, their stakeholders, families and service providers, either via Teams, telephone, or in person.

Exposure to trauma and/or vicarious trauma

In this role you may be required to engage with persons who have and may continue to experience traumatic events. The traumatic events may be unexpected, confronting, explicit, distressing, and/or offensive. Consequently, workers may be required to listen to victim/survivors personal stories or stories where clients may be the alleged preparator of traumatic events.



Department of Justice

We have a range of physical and psychosocial safety controls in place for all DoJ workplaces, including strategies to manage the risk of workers being exposed to traumatic events, material and/or vicarious trauma. We also support employees who are impacted by their work.

You should consider the above information and your personal resilience and coping strategies to sustain working in environments that may expose you to traumatic events and/or material.

Please consider this carefully before applying for this role.

How to apply

Apply via [Smart Jobs](#) and submit:

- Your resume (3 - 4 pages recommended).
- A one-page cover letter explaining why you would like to work for us, what personal qualities you will bring to the role and a brief overview of your relevant skills and experience.

Valuing equity and diversity

We know that embedding diverse perspectives enriches our work, helping us to meet the needs of all Queenslanders.

We encourage applications from people of all backgrounds, including Aboriginal and Torres Strait Islander peoples, individuals with disability, culturally and linguistically diverse communities, LGBTQIA+ individuals, veterans, and people of all ages.

We encourage you to share how your unique experiences, perspectives, and contributions would support our inclusive and respectful workplace.

Remember to let us know if we can help you participate in the recruitment process. Our selection decisions are not influenced by whether an applicant needs assistance or a subsequent workplace adjustment. Email us for a confidential chat at pe@publicguardian.qld.gov.au

