



<p>Job advertisement reference QLD/689472/26</p>
<p>Role type Fixed-term temporary until the 30 June 2027 Flexible full-time</p>
<p>Classification AO7</p>
<p>Salary \$133,603 to \$143,125 per annum <i>Plus leave loading and 12.75% employer superannuation contribution</i></p>
<p>Location Brisbane Inner City, Ipswich, Cairns, or Townsville</p>
<p>Contact Bronwyn Green, Manager, Legal (Guardianship) Phone: 3738 9404</p>
<p>Closing date Wednesday, 3rd June 2026</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>

Team Leader

Guardianship

The Team Leader leads and supervises a team to support effective and efficient service delivery to adults with impaired capacity where the Public Guardian acts as appointed guardian or attorney or as statutory health attorney of last resort. Team Leaders develop and maintain strong working relationships with internal and external stakeholders to improve the quality of service delivery to clients and effectively promote the work of the Public Guardian.

Your key responsibilities

- Lead a team and provide mentoring and advice on the exercise of structured decision making ensuring a client's rights, interests, views, wishes and preferences are elevated and centred in all decision making and advocacy activities.
- Supervise and support staff to deliver a timely and responsive service to people under guardianship and other key stakeholders, including raising performance concerns, responding to complaints and supporting the learning and development of staff.
- Provide advice to the Manager and staff around complex/conflicted situations adhering to organisational policies, practice directions and organisational and legislative frameworks.
- Maintain strong positive relationships with internal and external stakeholders
- Collaborate with the Manager to develop and implement effective processes to monitor and report on guardianship matters and trends.
- Identify opportunities for business improvements, to ensure best practice in the exercise of guardianship responsibilities for people with impaired capacity and improve the operational performance of the Office of the Public Guardian.
- Contribute to and maintain a positive and productive workplace culture that focuses on integrity, respect, including, courage and trust.

Technical skills, abilities and cultural capability

- Completes workload within established timeframes and adjusts priorities quickly as circumstance dictate.
- Sets priorities that accurately reflect the relative importance of job and responsibilities.
- 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.
- Leads and supervises a team providing sound guidance, coaching and mentoring.
- Recognises the unique strengths, areas for development and aspirations of direct reports.
- Supports the management of performance of underperforming team members.

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 a Team Leader.

Working relationships

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

Reports to: Manager Legal, Guardianship

Direct reports: 4-8

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 Investigations Team and the OPG Community Visiting 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

A degree in law from a recognised tertiary institution and experience in legal guardianship services is highly desirable.

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

Identified role

This position is not designated as an identified role.

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.

Physical demands and nature of work

This role is administratively based and at times requires prolonged sitting and use of a computer or laptop. The role of Team Leader requires regular face-to-face contact with our clients, their stakeholders, families and service providers, either via Teams, telephone, or in person. The role of Team Leader may require you to have difficult conversations with staff around performance and conduct.

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.

We have a range of physical and psychosocial safety controls in place for all DJAG 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

