



**Job advertisement reference**

QLD/690759/26

**Role type**

Two temporary positions until 30 June 2027, with the possibility of extension

Suitability lists may be used for other vacancies

Flexible full-time

**Classification**

AO5

**Salary**

\$104,722 - \$113,618 per annum

*Plus leave loading and 12.75% employer superannuation contribution*

**Location**

Brisbane CBD, Ipswich, Cairns and Townsville

**Contact**

Amy Tait, Regional Manager (Coastal and Central Queensland)

P: 07 3470 7206

**Closing date**

Monday, 15<sup>th</sup> June 2026

**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.

# Senior Guardian

## Guardianship

The Senior Guardian conducts structured personal and health care decision making and advocacy for adults with impaired capacity where the Public Guardian acts as appointed guardian or attorney or as a statutory health attorney of last resort. Senior Guardians ensure a client's rights, interest, views, wishes and preferences are elevated and centred in all decision making and advocacy activities.

## Your key responsibilities

- Undertake structured decision making adhering to organisational policies, practice directions and organisational and legislative frameworks.
- Participate in health care decision making including working weekends and public holidays as required.
- Ensuring all client-related documentation and guardianship activities are appropriately recorded, accurate and up-to-date, including Guardianship reports, decision reports, visit reports, health care decisions and file running notes.
- Provide professional level advice, information and support to the Public Guardian and their delegates, particularly in relation to positive behaviours support and restrictive practices.
- 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.
- Use professional experience and expertise to evaluate and interpret behaviours support documents from an evidence based and human rights perspective.

## Technical skills, abilities and cultural capability

- 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 circumstances dictate.
- Builds professional partnerships and engages effectively with a range of stakeholders from various social, cultural, economic and educational backgrounds, including First Nations people.
- Contributes to workplace equity, diversity, respect and inclusion that enriches our culture of respect and inclusion.
- Basic skills in 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 structured 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. Guardianship activities may include overnight travel to regional areas for up to a week.



### 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.

#### 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.

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 1–2-page cover letter summarising your suitability for the role.



## 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](mailto:PE@publicguardian.qld.gov.au)

