



Job advertisement reference

QLD/690839/26

Role type

Temporary to 30 June 2027 with a possibility of extension

Flexible Full-Time

This role will combine remote and in-office work. Flexibility and adaptability to different working arrangements are essential.

Classification

AO7

Salary

\$133,603 to \$143,125 p.a.

Plus leave loading and 12.75% employer superannuation contribution

Location

Brisbane CBD

Contact

Rachel Loli, Corporate Services Manager
Ph. 0457 208 509

Closing date

Wednesday, 17th 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.

Agile Business Analyst

Office of the Public Guardian

Corporate Services

The Business Analyst will utilise agile methodologies rooted in adaptive planning, responsiveness and continuous improvement. The Agile Business Analyst prioritises efficiency, flexibility, and collaboration in their day-to-day work, all with a view to adding value to business units according to their needs.

Your key responsibilities

- Facilitate consultation via workshops and other engagement channels to assist in the development and improvement of processes to deliver quality outcomes for the business
- Creating, refining, and prioritising user stories and acceptance criteria in the product backlog
- Acting as the voice of the business to ensure shared understanding of business needs and business value
- Focus on understanding problems and being the domain expert so questions from the development team can be answered swiftly and decisively
- Facilitating sprint ceremonies such as, weekly stand-ups, sprint planning, showcases and retrospectives to support the delivery team
- Manage tasks and small projects, working autonomously or as alongside internal and external teams, achieving objectives with limited supervision and within specified timeframes.

Technical skills, abilities and cultural capability

- Plans and leads complex business process activities aligned with existing and new technologies
- Analyses business processes to identify alternative solutions to improve efficiency, effectiveness and maximise use of new technologies
- Develops graphical models of business processes to facilitate understanding and decision-making
- Assesses the feasibility of business process changes and recommends alternative approaches
- Possesses strong communication and facilitation skills to bridge gaps between business stakeholders and technical teams
- Completes workload within established timeframes and adjusts priorities quickly as circumstances dictate
- Works as part of a team, collaborates with colleagues and delegates when required to meet organisational objectives
- Works independently and follows through on key responsibilities with minimal direction
- Contributes to workplace equity, diversity, respect and inclusion that enriches our culture of respect and inclusion.

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: Corporate Services Manager (Communications and Support)

Direct reports: Not applicable

Collaborates with: All OPG business units including managers, front-end users, including external development team.

The team and the branch

The role of Business Analyst sits within Corporate Services and will be a shared resource that will interact regularly with the Information Support Services and Data and Analytics team.

Qualifications and conditions

While there are no mandatory qualifications, related qualifications or a related discipline will be highly regarded.

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)



Department of Justice

- Criminal history check

Additional information

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

Probation

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

Physical demands and nature of work

This role is administration-based and requires:

- Prolonged sitting and high computer usage
- Limited walking, standing, twisting, bending (at the waist), crouching (bend knees)

Exposure to trauma and/or vicarious trauma

While this role does not have direct contact with traumatic material, OPG does deliver services to people who may have experienced traumatic events. This role may be inadvertently exposed to traumatic material in the course of related work. The material may be unexpected, confronting, explicit, distressing, and/or offensive.

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 a-page cover letter that outlines what excites you about the role and what you can add to the work of an Agile Business Analyst within OPG from the onset.



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

