



<p>Job advertisement reference QLD/691459/26</p>
<p>Role type Permanent, flexible full-time</p>
<p>Classification AO5</p>
<p>Salary \$104,722 to \$113,618 p.a. <i>Plus leave loading and 12.75% employer superannuation contribution</i></p>
<p>Location Brisbane CBD</p>
<p>Contact Lauren Grey, Principal Executive Officer P: (07) 3738 9338</p>
<p>Closing date Monday, 22nd 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>

Senior Executive Assistant to the Public Guardian

Executive Support Team

Executive Office

As the Senior Executive Assistant to the Public Guardian you will provide high level confidential and responsive executive support in a fast paced, dynamic environment. You will be a creative thinker and problem-solver who is passionate about the work of OPG, and use your exceptional skills to maximise time, effectiveness and productivity for the Public Guardian whilst modelling a proactive and process-driven approach for other Executive Assistants within the Executive Office.

Your key responsibilities

- Provide comprehensive, high level executive and administrative support to the Public Guardian and assist other senior executives on an ad hoc basis.
- Operate autonomously using a high level of initiative to resolve complex issues that frequently requires the interpretation of information and adaptation of processes to deliver practical solutions.
- Mentor more junior executive support staff and provide on the job training, promoting a collaborative work environment.
- Build effective relationships with internal and external stakeholders, demonstrating professionalism and integrity all interactions.
- Manage workflows to and from the executive office in a timely manner and prove to be an authoritative source of advice about departmental process, human resource, financial management and other relevant policies.
- Confidently contribute to continuous improvement processes and new ways of working that support the executive office to maximise its performance.
- Demonstrate tact and discretion when dealing with issues of a confidential and sensitive nature.
- Demonstrate cultural capability and a commitment to OPG's program of work to reframe the relationship with Aboriginal and Torres Strait Islander peoples.
- Role model and contribute to a positive, future focussed OPG culture underpinned by commitment to Queensland Public Service values, inclusion and diversity.

Technical skills, abilities and cultural capability

- Establishes rapport and gains trust of others.
- Establishes and maintains co-operative working relationships with co-workers and provides guidance for the more junior team members.
- Completes work on multiple projects simultaneously.
- Performs well with frequent interruptions and/or distractions.
- Completes workload within established timeframes and adjusts priorities quickly as circumstances dictate.
- Works independently and identifies more effective methods of work operation.
- 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: Principal Executive Officer.

Direct reports: Not applicable.

Collaborates with: Two Executive Assistants to the Deputy Public Guardians, Office of the Public Guardian business units, DoJ divisions, Queensland statutory oversight agencies.

The team and the branch

The executive support team within the Executive Office provides efficient, professional and confidential executive support to the senior executive team (Public Guardian and two Deputy Public Guardians). It consists of the Principal Executive Officer (AO8), one Senior Executive Assistant (AO5) and two Executive Assistants (AO4). The executive support team works closely together to manage all incoming and outgoing workflows of the executive office and supports individual senior executives to perform their roles efficiently and effectively.

Qualifications and conditions

Not applicable

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 administration-based and requires prolonged sitting.

Exposure to trauma and/or vicarious trauma

In this role it is not anticipated that you will be directly subjected to traumatic events or material. However, you may be indirectly exposed by talking with other employees who have had direct contact with such material or situations.

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

