

**Job advertisement reference**

QLD/694719/26

Role type

Temporary to 30 June 2029

Flexible full-time

Classification

PO4

Salary

\$118,967 to \$127,941 p.a.

Plus leave loading and 12.75% employer superannuation contribution

Location

Brisbane

Contact

Sally Mathews, Manager – Child and Young People Team

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Closing date

Thursday, 23rd July 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.

Legal Officer (Child Advocate)

Children and Young People Team

Community Visiting and Advocacy

Legal Officers (Child Advocates) undertake child advocacy functions, as delegated by the Public Guardian, for children/young people in the child protection system in accordance with the *Public Guardian Act 2014*.

The role aims to ensure children and young people's voices are considered in legal decision making, particularly in child protection proceedings and that their rights are upheld.

Your key responsibilities

- Perform child advocacy functions, for children and young people in the child protection system in areas of law such as child protection, youth justice, education, human rights and administrative law.
- Advise, assist and support children and young people to uphold their rights, access information about decisions, and ensure their views and wishes are heard in family group meetings, court ordered conferences and hearings.
- Advocate for children and young people in meetings, the Children's Court and the Queensland Civil and Administrative Tribunal (QCAT) so that their views are considered in decision-making.
- Build and sustain positive relationships with team members and external stakeholders.
- Support and mentor other team members in the performance of their role and functions as required.
- Ensure all work complies with data entry and reporting requirements and meets all other corporate and professional responsibilities.



Technical skills, abilities and cultural capability

- Has an appreciation of (or the ability to quickly acquire an appreciation of) the *Public Guardian Act 2014* as well as legislation relating to relevant children and young people, such as the *Child Protection Act 1999*.
- Strong oral and written communication skills and a demonstrated ability to engage with a range of stakeholders with integrity.
- Establishes rapport and gains trust of children and young people.
- Completes workload within established timeframes and adjusts priorities quickly as circumstances dictate.
- Creates records that are timely, accurate and complete, in line with OPG's record keeping policies.
- Supports and promotes the interests of First Nations people and vulnerable clients of culturally diverse backgrounds.

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: Senior Legal Officer – Child Advocate – Children and Young People Team

Direct reports: Not applicable

Collaborates with: OPG Policy and Practice Leaders, Community Visitors and Corporate Strategic Services, Managers, Directors, Deputy Public Guardians across OPG; other state government agencies, including Child Safety, Queensland Education, and Youth Justice.

The team and the business unit

The Community Visiting and Advocacy Business Unit advocates for adults with impaired decision-making capacity and children in the child protection system.

In the Children and Young People Team, we assist children to participate in child protection proceedings in the Childrens Court and QCAT.

Qualifications and conditions

You must have a law degree from a recognised tertiary institution and be admitted, or you must be eligible for immediate admission as a legal practitioner in Queensland.

You must possess a C class driver's licence.

A mandatory condition of this role is a Working with Children Check clearance (Blue Card). If you do not already have one, OPG will guide you on how to apply.

It is desirable that applicants have a minimum of 2 years post-admission professional experience in relevant areas of law.



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
- Working with children check (if you don't currently have a blue card)

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

This role is administration-based and requires:

- prolonged sitting and high computer usage
- limited walking, standing, twisting, bending (at the waist), crouching (bend knee), and
- carrying of laptop and paperwork when alternating between home and office.

Exposure to trauma and/or vicarious trauma

In this role you may be exposed to traumatic material by investigating, witnessing, or being exposed to traumatic events. This may include reading, hearing, or seeing accounts, photos, videos and other material related to traumatic events. The material may be unexpected, confronting, explicit, distressing, and/or offensive. Workers may also be required to engage with persons who have and may continue to experience traumatic events that may be confronting or distressing and/or are involved with the justice system. Consequently, workers may be required to listen to victim/survivors' personal stories and/or support them.

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 (2 - 3 pages recommended).
- A 1-2 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, having regard to the key responsibilities of 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

