



Job advertisement reference

QLD/694354/26

Role type

Temporary to 31 December 2026 with a possibility of extension

Flexible full-time

Classification

AO6

Salary

\$119,802 to \$127,941 p.a.

Plus leave loading and 12.75% employer superannuation contribution

Location

Brisbane CBD

Contact

Piyush Chawla

Corporate Services Manager (Finance and People)

P: (07) 3738 9442

Closing date

Monday, 20th 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.

Principal Consultant, People and Engagement

People and Engagement

Corporate Services

The role of the Principal Consultant, People and Engagement (P&E) is to deliver high-quality, strategically focussed human resource management business advice, consultancy and support services including delivery of contemporary health, safety and wellbeing, injury management and rehabilitation services.

Your key responsibilities

- Provide professional advice in the management of complex HR and industrial issues by advising on relevant legislation, enterprise agreements, awards, policies and practices.
- Provide expert case management support and guidance to OPG employees and leaders, promoting best practice approaches to health, safety, and injury management.
- Foster a collaborative and high-performing work environment through the analysis of data and insights that will contribute to achieving organisational objectives and delivering key outcomes.
- Support the team leader in managing the performance and development of team members through formal and informal channels, including providing constructive feedback, coaching, and mentoring to enhance individual and team capability.
- Build partnerships and engagement with stakeholders to understand business requirements, drive operational performance and improved outcomes.
- Support, advise and enable leaders in their ongoing responsibility for effective, proactive and inclusive people management.
- Provide concise, high quality and timely correspondence and submissions of a complex nature on a full range of people management, health and safety issues.
- Support the Team Leader (P&E) in the delivery of strategic outcomes for the OPG.



Technical skills, abilities and cultural capability

- Thorough understanding of information contained in legislation, directives and other documents.
- Uses strong influence and persuasion skills to work collaboratively with stakeholders to drive operational performance and compliance.
- Excellent communication skills to build positive and effective relationships and empower others.
- Shows initiative in identifying gaps in practice or processes.
- Analyses information, data and practices to define the problem or objective and provide potential solutions.
- Makes appropriate decisions based on policies, directives, legislation and HR & HSW frameworks.
- Creates and maintains records that are timely, accurate and complete, in line with OPG's record keeping policies.
- Effective time management and prioritisation skills to manage competing deadlines and deliver high quality outcomes.
- Strong attention to detail to ensure accuracy and integrity of HR & HSW advice, documentation and processes.
- 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: Team Leader, People and Engagement

Direct reports: Not applicable

Collaborates with: other OPG employees, Department of Justice employees, external service providers, payroll and recruitment services and other government departments.

The team and the business unit

The People and Engagement Team provides expert human resources and health, safety and wellbeing advice and support to OPG staff and managers across the full employee lifecycle, so our employees are safe, well, committed, valued and engaged. The purpose of the Corporate Services business unit is to provide specialist and administrative support to frontline business areas, enabling those business areas to provide excellence in customer service.



Qualifications and conditions

While there are no mandatory qualifications for this role, a formal qualification or degree in human resources, combined with practical experience in HR or a health, safety and wellbeing related field, is highly desirable.

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

Some intrastate overnight travel may be required as part of the role.

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 and high computer usage
- limited standing, twisting, bending (at the waist)
- carrying of laptop if alternating between home and office
- high level of contact with other OPG employees via face-to-face, phone and email.

Exposure to trauma and/or vicarious trauma

In this role it is not anticipated you will be subjected directly to disturbing circumstances and material which could lead to vicarious trauma. You may be exposed by talking with other employees who have had direct contact with such material or situation.

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).
- Please provide a one-page statement using examples of your relevant experience applicable to the key responsibilities, technical skills, and abilities.



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

