



Job advertisement reference

QLD/695097/26

Role type

Fixed-term temporary until 30 June 2027,
with the 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

Contact

Bronwyn Green, Manager Legal
(Guardianship)

P: 07 3738 9404

Closing date

Monday, 27th 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 Guardian

Statewide Legal Matters Team

The Principal Guardian conducts complex and sensitive 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 statutory health attorney of last resort. Principal Guardians ensure a client's rights, interests, views, wishes, and preferences are elevated and centred in all decision making and advocacy activities.

Your key responsibilities

- Undertake structured decision making in complex/conflicted situations 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.
- Provide mentoring and support to a small team of guardianship staff to ensure they achieve the performance standards expected by the Office of the Public Guardian.
- 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 circumstance 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 Investigations Team and the OPG Community Visiting 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

Tertiary qualifications in law and experience in criminal justice, domestic and family violence and/or child protection sectors is highly desirable.

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

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.

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 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 (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, abilities, and experience, having regard to the key responsibilities of the role.

OPG's Guardians use a Structured Decision-Making Framework to guide the decisions they make on behalf of adults with impaired decision-making capacity. The Guardianship team is committed to consulting with our clients to ensure the decisions we make are directed by their views, wishes and preferences. What skills, knowledge and experience would you bring to the role of Principal Guardian?

You may wish to review the [Structured Decision Making Framework](#) to assist you in your response.

Please note your cover letter should be your own work and will be used by the panel to assess your written.

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

