

Senior WHS Advisor

Corporate Services

Office of the Public Guardian

The Senior WHS Advisor delivers strategic and preventative health and safety outcomes for the Office of the Public Guardian (OPG). Reporting directly to the Corporate Services Manager, you will uplift OPG's systemic management of physical and psychosocial risks. You will drive key safety initiatives, build leadership capability, and ensure OPG meets its positive obligations under the Work Health and Safety Act.

Your key responsibilities

- Research, design, and refine operational policies, guidelines, and procedures to address critical safety gaps, focusing on systemic physical and psychosocial risks, critical incident responses, and travel protocols.
- Provide expert advice to senior leaders and managers on complex health and safety matters, including legislative obligations, risk assessment, and preventative mitigation strategies.
- Upskill workforce leaders and provide ongoing development and support to the Trained Safety Advisor (TSA) network to enhance internal hazard management capabilities.
- Lead the establishment and coordination of the OPG Health and Safety Committee and other worker consultation forums to strengthen stakeholder and union engagement.
- Coordinate and participate in complex incident investigations alongside Department of Justice partners, ensuring thorough reporting, data analysis, and system-wide improvement.
- Develop high-level, complex documentation, including submissions, briefing notes, and reports on health and safety trends, metrics, and risk mitigation activities.
- Lead, implement, and evaluate targeted health, safety, and wellbeing projects that align with the OPG Workforce Strategy 2024–2029 to improve staff recruitment and retention.

Job advertisement reference

QLD/697941/26

Role type

Temporary to 30 June 2027 with a possibility of extension

Flexible full-time

Classification

A06

Salary

\$119,802 to \$127,941 per annum
Plus leave loading and 12.75% employer superannuation contribution

Location

Brisbane

Contact

Piyush Chawla, Corporate Services Manager – Finance and People

3738 9442

Closing date

Sunday, 6th September 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.

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: Corporate Services Manager – Finance and People

Direct reports: Nil

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

The team and the branch

The Corporate Services team is comprised of specialists in People and Engagement, Communications and Engagement, Finance and Procurement, Information Support Services, Administration, Intake and Referral and Governance. 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

Experience: Experience working in a Work Health and Safety (WHS) role within the Queensland Public Service or a broader Australian public sector agency is desirable.

Qualifications: Tertiary qualifications in Human Resources, Work Health and Safety (WHS), or a related discipline are highly regarded.

Pre-employment Checks: Appointment is subject to a criminal history check and compliance with standard public sector disciplinary history declarations.

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

Here 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 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.

We have a range of physical and psychosocial safety controls in place for our 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 - 2 pages recommended).
- A one-page cover letter detailing your relevant skills and experience, and how they align with the key responsibilities of this 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