

Principal Guardian (Inpatient)

Guardianship – (Ipswich and Western)

Guardianship

The Principal Guardian Inpatient conducts complex and sensitive structured personal and health care decision making and advocacy for adults within Darling Downs Hospital and Health Service (DDHHS) with impaired capacity where the Public Guardian acts as appointed guardian, attorney or as statutory health attorney of last resort. Principal Guardian Inpatients 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 for adult with impaired capacity, who are inpatients of DDHHS adhering to organisational policies, practice directions and organisational and legislative frameworks.
- Engage with and visit clients to proactively seek their views, wishes and preferences regarding decisions affecting their lives.
- Participate in health care decision making including working weekends and public holidays as required.
- Work effectively as a team member and support DDHHS staff in a multi-disciplinary team to ensure the successful delivery of client services and structured decision-making and advocacy activities.
- 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 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.
- Liaise with and maintain positive relationships with DDHHS staff and other 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.

Job advertisement reference

QLD/700457/26

Role type

Fixed-term temporary to 30/06/2029, 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

Ipswich and Toowoomba Hospitals

Contact

James Houghton, Regional Manager
P: 07 3470 7205

Closing date

Tuesday, 22nd 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

- Knowledge and understanding of contemporary and rights-based approaches to disability, guardianship, aged care and mental health.
- Demonstrates a strong range of communication and interpersonal skills to engage effectively with a range of stakeholders including health care practitioners, client supporters and support networks, and adults with impaired decision-making capacity via methods that align with their preferred communication methods.
- Supports and promotes the interests of people from various social, cultural, economic and educational backgrounds, including with First Nations people, through applying culturally safe, sensitive and supportive language.
- Skills and ability to access, interpret and apply key information in sources such as reports, spreadsheets, and client management or record management systems.
- Demonstrates a high level of written communication skills to write concise, logical, and objective records and reports.
- Completes workload within agreed timeframes and adjusts priorities as circumstances dictate.
- Behaves in an ethical, respectful and culturally sensitive manner, and contributes to workplace equity, diversity, 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 Guardianship

Direct reports: Not applicable

Collaborates with: DDHHS staff, Queensland Civil & Administrative Tribunal, Queensland Public Trustee, National Disability Insurance Agency, 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. 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

Experience: Demonstrated experience undertaking complex and sensitive decision-making and advocacy for adults with impaired decision-making capacity, ensuring their rights, interests, views, wishes and preferences are central to all actions and outcomes.

Qualifications: 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 and hospitals within the DD HHS that are often not accessible by alternative means.

Vaccine Preventable Disease (VPD):

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment (Health Employment Directive No. 01/16):

- measles, mumps, rubella (MMR)
- varicella (chicken pox)
- pertussis (whooping cough)
- hepatitis B

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.

Probation:

A minimum six-month probationary period will apply to new employees.

Physical demands and nature of work

Guardianship activities may include overnight travel to regional areas for up to a week. This role is administratively based and at times requires prolonged sitting and use of a computer or laptop. The role of a Guardian requires regular face-to-face contact with our clients, their stakeholders, families and service providers, either via Teams, telephone, or in person. This role requires you to work within the DDHHS hospital setting at least three days per week.

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 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).
- Cover letter/ statement (maximum 2 pages) responding to the following:
 - Tell us about what personal qualities you bring to the role and why you would like to work for OPG.
 - A brief overview of your relevant skills and experience.
 - You may want to use examples to demonstrate your relevant skills, experience and achievements.

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