

Senior Legal Officer (Guardianship)

State-Wide Legal Matters

Guardianship

As the Senior Legal Officer (Guardianship), you will advocate and provide decision making services on legal matters for adults with impaired capacity. You will be required to provide advice and assistance to the Public Guardian (and their delegates) in relation to guardianship matters.

Your key responsibilities

- Undertake advocacy and timely decision making services for adults with impaired decision-making capacity for legal matters in areas of law such as: criminal law; mental health; child protection; domestic and family violence; and family law.
- Provide instructions to, and assist instructed legal representatives to support clients to receive the best possible outcomes as a result of their interactions with justice and legal system.
- Advocate, negotiate and ensure that decision-making processes for clients are in compliance with applicable legislation.
- Attend and/or appear on behalf of the Public Guardian at court or tribunal appearances, as required.
- Establish and maintain positive relationships with stakeholders.

Job advertisement reference

QLD/701609/26

Role type

Fixed-term temporary to 31 January 2027, with a possibility of extension

Flexible part-time (0.5 FTE)

Classification

PO4

Salary

\$59,483 to \$63,970 per annum

Plus leave loading and 12.75% employer superannuation contribution

Location

Brisbane

Contact

Katherine Johnson, Principal Legal Officer
P: 3738 9468

Closing date

Friday, 2nd October 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

- Have an appreciation of (or ability to quickly acquire) the legislation outlining the statutory functions and powers of the Public Guardian, and legislation relating to legal matters involving clients of the Public Guardian.
- Interpret legal information to undertake on behalf of adults with impaired decision-making capacity.
- Advocate on behalf of clients with legal practitioners, government agencies and other stakeholders.
- Attend and appear as a delegate of the Public Guardian at Court or Tribunal proceedings when required.
- Provide clear and considered advice on guardianship matters to the Public Guardian.
- Support and promote 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: Principal Legal Officer (Guardianship)

Direct reports: Not applicable

Collaborates with: OPG Policy and Practice Leaders and staff within Guardianship, Community Visitors and Corporate Strategic Services, Managers, Directors, Deputy Public Guardians across OPG, other state or commonwealth government agencies, including Queensland Police Service, Legal Aid Queensland, Corrective Services and Department of Home Affairs (Cth).

The team and the branch

The Guardianship team operates and makes decisions on behalf of clients within a supported 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

Experience: It is desirable that applicants have a minimum of 4 years post-admission professional experience in relevant areas of law.

Qualifications: 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.

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

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 (3 - 4 pages recommended).
- A statement (2 pages maximum), including examples, addressing the key responsibilities, and outlining your suitability and capability for the role in reference to the technical skills, abilities and cultural capability in the context of the **Individual Contributor** profile of the Leadership Competencies for Queensland (LCQ). **Please note** your statement may be considered as an example of your written communication skills.

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