



Job Description Form

Department of the Attorney General Purpose

To provide high quality and accessible justice, legal, registry, guardianship & trustee services that meet the needs of the community and government.

Position Title Guardian		
Effective Date May 2016	Position Number Generic	Level 5
Division Office of the Public Advocate	Directorate	Branch Guardianship

Divisional Outcomes

To protect and promote the rights, dignity and autonomy of people with decision-making disabilities, and to reduce their risk of neglect, exploitation and abuse

Directorate Outputs

Advocacy and Guardianship Services

Branch Outputs

Make personal and lifestyle decisions on behalf of people for whom the Public Advocate has been appointed as Guardian of Last Resort ensuring as much personal autonomy and respect for the wishes of the represented person as possible.

Represent and advance the best interests of people with decision-making disabilities at hearings for the appointment of a Guardian and/or Administrator, in response to systemic concerns and in the community.

Ensure the public is informed and aware of the provisions of the *Guardianship and Administration Act 1990*, and sources of help and support available in the community, and of other options that may be an alternative to Guardianship and Administration.

Role Of This Position

Acts as Guardian for represented persons under delegation from the Public Advocate.

Advocates for and promotes the legal rights of the represented person.

Provides advice and information on *Guardianship and Administration Act 1990* to a wide range of audiences.

Required to be available for after hours roster.

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Responsibilities Of This Position

Corporate citizenship

Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.

Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.

Demonstrate commitment to the legislative obligations set out in the *Occupational Health and Safety Act 1984*.

Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the department's policies and any other direction given for their safety and health in the workplace.

1. Under delegation from the Public Advocate, makes personal and lifestyle decisions on behalf of represented persons.
2. Participates in the review of Guardianship Orders and provides advocacy at hearings of the State Administrative Tribunal.
3. Provides individual advocacy for represented persons with a view to seeking assistance in their best interests.
4. Liaises with Government agencies and service providers in the role of legal decision maker and advocates on behalf of the represented person.
5. Promotes public awareness of the guardianship and administration system and the functions of the Public Advocate.
6. Communicates information, both in written and oral formats including:
 - Providing advice on the *Guardianship and Administration Act 1990* to professionals, service providers and other community members.
 - Responding to queries and information requests received by the Office.
 - Preparing reports for the State Administrative Tribunal and makes appropriate recommendations in respect of represented persons.
7. Undertakes investigations on behalf of the Public Advocate into complaints or allegations that a person needs a Guardian or Administrator or is under an inappropriate guardianship or administration order.
8. Participates constructively as a member of a team.
9. Other duties as directed.

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Work Related Requirements

The work related requirements to be addressed in the application are stated in the Application Package.

The following work related requirements may be assessed at different stages of the selection process.

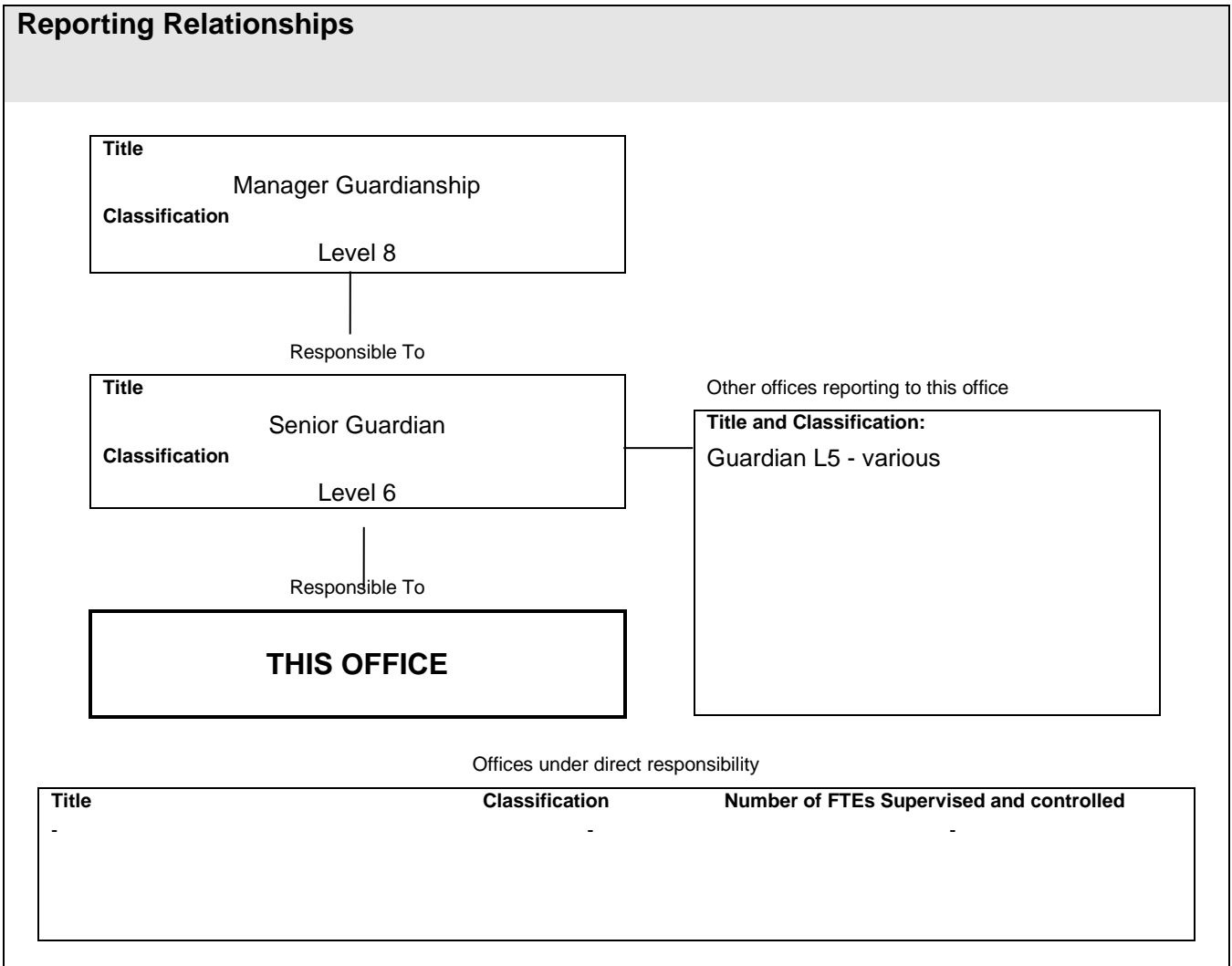
ESSENTIAL

1. Demonstrated ability to work with delegated responsibility in situations which demand personal resilience, initiative and independence.
2. Well developed analytical, research and problem solving skills with the ability to make significant decisions.
3. High level communication skills including report writing, good oral communication, interpersonal and negotiation skills and the ability to engage and work with people in situations of conflict.
4. Demonstrated expertise and established networks related to community based services for people with decision-making disabilities.
5. Tertiary qualifications in social or behavioural sciences or related fields and/or equivalent experience.
6. Available for country travel
7. Current motor vehicle driver's licence
8. On call availability

DESIRABLE

9. Knowledge of the *Guardianship and Administration Act 1990* and relevant legislation.

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LOCATION AND ACCOMMODATION	LOCATION East Perth ACCOMMODATION
ALLOWANCES/SPECIAL CONDITIONS	On Call allowance payable as per roster

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title of Delegated Authority (as per HR Management Delegations) Public Advocate
Signature
Date 29 April 2016