



Job Description Form

Generic - **Guardian**

Guardianship

Position details

Classification Level: 5

Award/Agreement: PSA 1992 / Public Sector CSA Agreement
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Office of the Public Advocate

Physical Location: Perth CBD

Reporting relationships

Responsible to: Various Senior Guardian, Level 6

This position: Generic Guardian – Level 5

Direct reports: NIL

Overview of the position

The Office of the Public Advocate is accountable for protecting and promoting the rights, dignity and autonomy of people with decision-making disabilities, and to reduce their risk of neglect, exploitation and abuse

The Branch is responsible for:

- Making 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
- Representing and advancing 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.
- Ensuring 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.

The Guardian:

- 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 afterhours roster.

Job description

As part of the Guardianship team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

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 required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development,

take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Demonstrated ability to work with delegated responsibility in situations which demand personal resilience, initiative and independent.
- Well developed analytical, research and problem solving skills with the ability to make significant decisions.
- 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.
- Demonstrated experience in establish networks related to community-based services for people with decision-making disabilities.
- Tertiary qualifications in social or behavioural sciences or related fields and/or equivalent experience.

Role Specific Criteria - desirable

- Knowledge of the *Guardianship and administration Act 1990* and relevant legislation.

Special requirements/equipment

- Ability to travel regionally when required.
- Current motor vehicle driver's licence.
- Available to undertake on-call duties after-hours.

Certification

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

Public Advocate

Signature: _____ Date: 01/03/2023

HR certification date: March 2023