



Job Description

Head of Legal and Compliance

Document Control

Position Title: Head of Legal and Compliance

Department: Legal and Compliance

Reports To: Chief Executive Officer (CEO)

Version: 1.0

Job Overview

The Head of Legal and Compliance is responsible for overseeing all legal, regulatory, and risk management functions across Grand Royale Group's hospitality operations. This role ensures that the organisation complies with Australian laws and industry regulations while supporting ethical business conduct, contractual integrity, and workplace safety. The position provides leadership in managing legal risks, policy development, and compliance frameworks across hotels, restaurants, events, and property operations.

Key Responsibilities

Legal Governance & Risk Management

- Provide legal advice and support on commercial contracts, supplier agreements, and property leases.
- Identify, assess, and mitigate operational and strategic legal risks.
- Maintain an up-to-date risk register and compliance reporting framework.
- Oversee legal documentation and ensure alignment with Australian hospitality laws.

Regulatory & Compliance Oversight

- Ensure compliance with Fair Work, WHS, privacy, liquor, and environmental regulations.
- Develop and implement compliance policies and training programs.
- Conduct internal audits and investigations to monitor regulatory adherence.
- Liaise with government authorities and industry regulators when required.





Work Health & Safety Leadership

- Oversee WHS compliance across hotel, F&B, and event operations.
- Manage workplace safety systems, incident reporting, and corrective actions.
- Partner with HR and Operations to ensure all employees receive WHS and compliance training.
- Support proactive safety culture and continuous improvement in risk prevention.

Contract & Policy Management

- Draft, review, and negotiate commercial contracts, NDAs, and partnership agreements.
- Maintain an updated register of all corporate and property-related contracts.
- Ensure internal policies reflect current legislative requirements.
- Provide legal input on procurement, vendor, and service-level agreements.

Ethics, Training & Communication

- Promote a culture of ethics, compliance, and transparency across all departments.
- Deliver compliance training sessions and briefings for staff and management
- Communicate policy updates and changes in legislation to relevant stakeholders.
- Report compliance findings and recommendations to the CEO and Board of Directors.

Qualifications and Experience

- Bachelor of Laws (LLB) or Juris Doctor (JD) degree (mandatory).
- Admission as a legal practitioner in an Australian jurisdiction.
- Minimum 8 years' experience in legal or compliance roles, preferably within hospitality or corporate sectors.
- Strong knowledge of WHS, Fair Work, privacy, and contract law.
- Proven ability to manage multiple stakeholders and complex legal matters.





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Skills and Competencies

- Excellent legal drafting, negotiation, and analytical skills.
- Strong understanding of Australian hospitality and employment legislation.
- Exceptional communication and leadership abilities.
- Strategic thinking with a risk mitigation mindset.
- High attention to detail, confidentiality, and professional integrity.

Working Conditions

This is a full-time executive role based at Grand Royale Group's head office in Gold Coast, Queensland. The position involves regular engagement with senior management, external legal counsel, and regulatory authorities. Occasional travel to hotel and event locations may be required for compliance audits or investigations.

Key Performance Indicators (KPIs)

- Compliance audit results and risk management outcomes.
- Timely resolution of legal and contractual issues.
- Employee awareness and completion rates of compliance training.
- Reduction in WHS incidents and legal disputes.
- Positive stakeholder and regulator relationships.

Company Values and Culture

Grand Royale Group is committed to integrity, transparency, and accountability in all its operations. The organisation upholds the highest ethical standards and promotes a culture of compliance, respect, and professionalism. The Head of Legal and Compliance ensures these principles are embedded across every function of the Group.

Career Path

This position offers advancement into senior executive or Board-level advisory roles, such as Chief Legal Officer or Group Compliance Director, within Grand Royale Group or the wider hospitality and corporate sectors.

