



Job Description – Legal and Compliance Assistant

Document Control

Position Title: Legal and Compliance Assistant

Department: Legal and Compliance

Reports To: Legal and Compliance Manager

Version: 1.0a

Job Overview

The Legal and Compliance Assistant provides administrative and research support to ensure Grand Royale Group's operations comply with Australian laws, hospitality regulations, and internal policies. This role assists in preparing legal documentation, monitoring compliance requirements, and maintaining risk management records. The position plays an essential role in supporting governance, ethical standards, and workplace safety across all departments.

Key Responsibilities

Legal Documentation & Administration

- Assist with drafting and reviewing contracts, agreements, and policy documents.
- Maintain organised filing systems for legal correspondence and records.
- Track contract renewals, licences, and insurance certificates.
- Liaise with external legal advisors when required.

Compliance Monitoring & Reporting

- Support the implementation of compliance frameworks and internal audits.
- Monitor adherence to Fair Work, WHS, and Privacy Act obligations.
- Maintain registers for incidents, compliance breaches, and corrective actions.
- Assist in preparing compliance and risk management reports for management.





Workplace Health & Safety (WHS) Support

- Ensure WHS policies and procedures are up to date and communicated to staff.
- Assist in coordinating safety inspections, training, and audits.
- Maintain WHS records, including incident reports and safety data sheets (SDS).
- Contribute to emergency preparedness and response planning.

Training & Policy Implementation

- Support delivery of staff compliance and policy awareness programs.
- Assist in updating company handbooks, induction materials, and training records.
- Monitor employee completion of mandatory compliance modules.
- Ensure all staff adhere to company ethical and operational standards.

Qualifications and Experience

- Diploma or Bachelor's degree in Law, Business, or Compliance.
- Minimum 2 years' experience in legal administration or compliance support roles.
- Understanding of Australian corporate, employment, and WHS legislation.
- Strong administrative and research skills.
- Experience in hospitality, corporate governance, or risk management preferred.

Skills and Competencies

- High attention to detail and accuracy in documentation.
- Strong organisational and time management ability.
- Excellent written and verbal communication skills.
- Confidentiality and integrity in handling sensitive information.
- Ability to work collaboratively across multiple departments.

Working Conditions

This is a full-time office-based role located at Grand Royale Group's head office in Gold Coast, Queensland. The position may require occasional travel to property sites for audits, training, or inspections.





Key Performance Indicators (KPIs)

- Accuracy and timeliness of compliance reporting.
- Maintenance of complete and up-to-date legal documentation.
- Support provided during audits and inspections.
- Staff compliance training completion rates.
- Adherence to company governance standards.

Company Values and Culture

Grand Royale Group upholds integrity, responsibility, and excellence in all operations. The organisation is committed to transparency, fairness, and compliance with Australian hospitality laws. The Legal and Compliance Assistant plays a key role in maintaining these standards through diligence and professionalism.

Career Path

This position offers opportunities for growth into senior roles such as Compliance Officer, Legal and Compliance Manager, or Risk and Governance Coordinator within Grand Royale Group or the broader corporate sector.

