



Job Description – Training and Compliance Assistant

Document Control

Position Title: Training and Compliance Assistant

Department: Human Resources and Compliance

Reports To: Head of Human Resources / Legal and Compliance Manager

Version: 1.0

Job Overview

The Training and Compliance Assistant supports the coordination, documentation, and monitoring of staff training, compliance programs, and policy implementation across Grand Royale Group. This role ensures all employees meet required training standards, and that company policies, WHS procedures, and legislative requirements are consistently upheld.

Key Responsibilities

Training Administration

- Assist in organising, scheduling, and tracking internal and external training programs.
- Maintain accurate training records and staff competency databases.
- Prepare attendance sheets, certificates, and learning materials.
- Support onboarding programs by coordinating induction sessions for new staff.

Compliance Monitoring

- Assist in monitoring compliance with WHS, Fair Work, and hospitality legislation.
- Maintain records of licences, permits, and regulatory certifications.
- Support internal audits and assist with evidence collection for compliance reviews.
- Ensure all policies, procedures, and training registers are up to date.





Reporting and Documentation

- Generate regular reports on staff training status and compliance completion rates.
- Assist in preparing audit documentation and compliance summaries.
- Track due dates for renewals of mandatory training and certifications.
- Support communication of compliance updates to staff across departments.

Communication and Support

- Liaise with department managers to ensure training requirements are met.
- Provide administrative assistance for compliance and HR-related correspondence.
- Maintain confidentiality and accuracy in all employee training data.
- Promote awareness of compliance culture within the organisation.

Qualifications and Experience

- Certificate III or IV in Business Administration, HR, or Compliance.
- Previous experience in administration, HR support, or training coordination preferred.
- Knowledge of WHS, Fair Work, and hospitality industry standards.
- Strong attention to detail and record-keeping accuracy.
- Proficiency in Microsoft Office and Learning Management Systems (LMS).

Skills and Competencies

- Excellent organisational and administrative skills.
- Strong written and verbal communication abilities.
- High level of accuracy and confidentiality.
- Ability to prioritise tasks and meet deadlines.
- Teamwork and a proactive, solution-oriented mindset.





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Working Conditions

This is a full-time or part-time role based at Grand Royale Group's head office in Gold Coast, Queensland. The position involves coordination with multiple departments and may require occasional travel to training sites or hospitality venues.

Key Performance Indicators (KPIs)

- Training Completion Rate (target: $\geq 95\%$).
- Compliance Record Accuracy (target: 100%).
- Audit Preparation Timeliness (target: all reports submitted before deadlines).
- Policy Update and Communication Timeliness (target: within 5 business days of revision).
- Employee Feedback Score on Training Support (target: $\geq 90\%$).
- Reduction in Compliance Breaches (target: year-on-year improvement).

Company Values and Culture

Grand Royale Group values integrity, accountability, and continuous improvement. The organisation encourages a culture of learning and compliance excellence to ensure safety, professionalism, and operational consistency across all hospitality sites.

Career Path

This position offers progression opportunities into roles such as Training Coordinator, Compliance Officer, or Human Resources Officer within Grand Royale Group or other leading hospitality organisations.

