



Andrew Schuette

INVESTIGATIONS



ANDREW is an Investigator for WISE Workplace with over 18 years generalist human resource management experience across public and private sectors. Andrew has accumulated a wealth of knowledge and experience in workplace investigations in both these sectors. Andrew has managed and conducted a range of investigations on behalf of Commonwealth and State government departments and agencies as well as specialist law and investigation firms practicing in the areas of employment law, industrial relations and WHS.

Andrew's generalist human resources background has given him considerable experience in managing complex and sensitive investigations in a broad range of workplace grievances and disputes as well as matters involving allegations of bullying and harassment.

Andrew has particular expertise in workplace bullying prevention policy procedure and training and workplace aggression and violence. Andrew is also an experienced workplace trainer.

Andrew aims to promote an understanding of good workplace investigation practice with his clients. Andrew combines his practical knowledge of contemporary workplace investigation principles and laws, particularly those relating to procedural fairness and evidence, with his specialist investigative skills, to provide services aimed at helping clients investigate workplace matters efficiently, expeditiously and fairly.

As an experienced manager and investigator Andrew has a clear understanding of the issues facing small and large entities when grievances and/or misconduct allegations are raised. These are key considerations when he assists with or conducts workplace investigations.

Andrew has recently worked with

- Department of Human Services
- La Trobe University
- Salvation Army
- Statewide Autistic Services
- Wesley Neurological Services
- Disability Forensic Assessment & Treatment Services
- Dept. of Families, Housing, Community Services & Indigenous Affairs

Professional Background

WISE Workplace

Investigator 2014 - current

LKA Group Pty Ltd

Investigator 2011 - 2014

State Trustees Ltd

- General Manager People and Culture 2008 -2011
- Manager People and Culture 2004 -2008
- Advisor People and Culture 2003 -2004

Network Recruitment Services

Manager 2002 – 2003

Kelly Services Australia

Manager KellyAssess 2000 – 2002

Coyne Didsbury PDI/CD Sports

Consultant 1997 - 2000

Department of Education – Emergency Management

Emergency Management Supervisor 1991 - 1997

Qualifications

Bachelor of Behavioural Sciences (Honours) (Majoring in Psychology)

La Trobe University (1996)

Bachelor of Arts Sciences (Criminal Justice Administration)

RMIT (1992)

Behavioural Coaching - Deakin Prime

Deakin University (2005)

Mediation & dispute resolution training

Australian Institute of Management (2006)

Occupational Health & Safety Representative/Return to Work Coordinator training

The Recovre Group (2006)

DDI Behavioural Interview training (1998)

Hewitt CSi Remuneration Benchmarking training (2009)

Mercer Remuneration Benchmarking training (2008)

Certificate IV Government Investigations (March 2015)

Current Licenses and Memberships

Private Security Individual Licence, Victoria (No 541-415-20S)

Working with Children (No 03239489-01)

Drivers Licence (Victoria)

The Executive Connection Member

Australian Human Resource Institute Member

La Trobe University Alumni Association

Professional Experience

Workplace misconduct and case management:

- ▶ bullying and harassment
- ▶ discrimination
- ▶ administrative reviews
- ▶ workplace assault
- ▶ fraud
- ▶ policy breaches

Grievance and complaint management

Investigative Competencies

- ▶ planning investigations
- ▶ gathering and analysing documentary and electronic evidence
- ▶ strategic advice on processes
- ▶ applying *Briginshaw* principles
- ▶ applying rules of procedural fairness
- ▶ interviewing witnesses
- ▶ preparing witness statements
- ▶ report writing
- ▶ workplace policy development and interpretation
- ▶ making evidence-based findings
- ▶ recommendations on disciplinary action
- ▶ timely and effective client communication
- ▶ managing whistleblowers
- ▶ investigation team leadership