

Job Description for Close Protection Officer (Personal Security Guard)

Department: Executive Protection & High-Net-Worth Security

Employment Contract Type: Zero-Hour Contract

1. Role Purpose & Position Overview

The Close Protection Officer (CPO) serves as the primary line of personal defense for high-profile individuals, corporate executives, diplomats, public figures, and high-net-worth families (the Principal). Operating across dynamic, fluid, and often unpredictable environments—including public appearances, corporate functions, private travel, and international movements—the CPO is responsible for identifying potential threats early, executing risk-mitigation strategies, maintaining privacy, and ensuring absolute physical safety.

This role is offered on a zero-hour contract basis, providing flexible shift assignments and task-based deployments based on client demand, operational schedules, and candidate availability.

2. Mandatory Eligibility Criteria & Educational Requirements

- **Licensing & Legal Compliance:** Valid Security Industry Authority (SIA) Close Protection Licence (mandatory for all UK-based deployments).
- **Mandatory Company Institute Training:** Compulsory. Independent of holding an SIA Licence or having prior external experience, all candidates must successfully complete our company's proprietary Close Protection Tactical & Operational Training Program prior to active deployment.
- **Educational Qualifications:**
 - **Pakistani Applicants:** Middle School Pass (8th Grade) or above from a recognized educational institution.
 - **UK Applicants:** Below GCSE / Entry-Level Qualifications (e.g., Entry Level Certificates, Functional Skills Level 1), basic secondary education credentials, or equivalent work experience.
- **Vetting & Background Checks:** Enhanced background verification, including a UK Disclosure and Barring Service (DBS) Enhanced Check or an official Police Character Certificate / No Objection Certificate (NOC) from Pakistan.
- **Medical & First Aid:** Rigorous physical fitness standards and an active Level 3 trauma/first-aid qualification (e.g., FREC Level 3/4 or FPoS).

3. Key Duties & Detailed Operational Responsibilities

A. Advance Reconnaissance & Tactical Planning

- Conduct pre-arrival risk and vulnerability assessments of all venues, hotels, event spaces, and public facilities prior to the Principal disembarking.
- Survey travel corridors to map primary, secondary, and emergency evacuation routes, accounting for potential traffic bottlenecks or ambush points.
- Locate and verify operational readiness of nearby emergency safe havens, local police stations, and **NHS Major Trauma Centres (MTCs)** along all travel routes.
- Coordinate advance security protocols with venue managers, private aviation handlers, transport teams, and local law enforcement agencies.

B. Proximity Escort & Threat Mitigation

- Maintain an adaptable physical protective perimeter around the Principal during walking transit, public appearances, and private meetings.
- Manage public proximity by vetting individuals, controlling access, and politely preventing unauthorized or aggressive persons from approaching.
- Maintain continuous 360-degree situational awareness to identify potential surveillance, suspicious behavior patterns, or physical hazards.
- Assist with secure vehicle embarks and debarks, managing arrival/departure zones to minimize physical exposure.

C. Emergency Extraction & Crisis Response

- Execute immediate, evasive tactical extraction protocols upon detecting an imminent security compromise or physical threat.
- Rapidly relocate the Principal to a pre-designated safe room, hardened facility, or armored transport vehicle rather than engaging in prolonged physical confrontation.
- Administer immediate trauma care (haemorrhage control, airway management, CPR) during critical emergencies until medical services arrive.
- Serve as the lead point of contact for local police, emergency medical teams, and diplomatic security units during crisis situations.

D. Confidentiality & Executive Etiquette

- Maintain strict, legally binding non-disclosure regarding the Principal's personal life, family affairs, financial dealings, travel itineraries, and business activities.
- Demonstrate impeccable personal presentation, professional speech, and social etiquette suited to executive boardrooms and luxury environments.

4. Required Competencies & Behavioral Traits

- **Decisiveness Under Pressure:** Ability to analyze rapidly evolving situations and execute clear, calm tactical decisions under high stress.

- **Low-Profile Operation:** Capability to provide robust security without appearing overbearing or drawing unnecessary public or media attention.
- **Cultural Sensitivity & Flexibility:** Professionalism when working alongside international delegates, private household staff, and diverse populations across flexible, variable shift rosters.

Candidate Acknowledgment & Authorization

I hereby confirm that I have read, understood, and accepted the duties, responsibilities, and eligibility requirements outlined in this Job Description. I agree to comply with all company operational standards, safety protocols, and training mandates.

Security Officer Details:

- **Full Name:** _____
- **Signature:** _____
- **Date:** ____ / ____ / 20____

Witness Details (Company Representative / Supervisor):

- **Full Name:** _____
- **Job Title:** _____
- **Signature:** _____
- **Date:** ____ / ____ / 20____