



**PREMIER<sup>®</sup>**  
RISK SOLUTIONS  
—STRONG, SAFE & TRUE—

## Talent Selection Strategy



Benchmarking

Recruiting

Development

Retention

# EXECUTIVE PROTECTION SPECIALIST

**Prepared by:**

**Al Robinette**

CPCC CPHDA, CPBA, CPDFA, CPCA, MS  
Career Path Consulting & Development, LLC.  
888-431-2723

Al@careerpathcd.com  
www.careerpathcd.com  
April 4, 2018



**CAREER PATH**  
CONSULTING & DEVELOPMENT

# EXECUTIVE PROTECTION SPECIALIST

## BENCHMARK & JOB DESCRIPTION

Executive protection is a specialized field of the private security industry. There are multiple positions within this field that focus on specific types of assignments, geographic areas, priorities, risk, etc. This specific job description focuses on the **Executive Protection Specialist** position. The following outlines the minimum requirements, general responsibilities, KSA (Knowledge, Skills, Abilities), and Key Accountabilities to be successful within the PRS organization. The key accountabilities represent extensive research and subject matter expert input to ensure the position aligns with the organizational needs.

Key Accountabilities	Rank	Weight
The EP specialist will plan and put processes in place to safeguard the life, health, time, reputation and peace of mind of principals who face elevated risk. This gives back time to those we protect providing a return on investment by the principal. The use of proper communication methods including bi-lingual, body language, vocal tones, etc. to ensure clear communication.	1	35%
The EP Specialist will provide physical safety and protection to the client including secure transportation, medical support, through ease of movement and efficiency. The ability to successfully extract the client in any emergency such as weather, crisis situations, or civil unrest. Strong knowledge of emergency/attack on principal maneuvers and the ability to react to any threat internally or externally. Facilitation of these responsibilities is the key to success of the mission and the client's well-being.	1	35%
Risk Analysis is the most essential aspect for an EP specialist, leading to the identification of Protective Intelligence measures. A substantial amount of time is spent conducting a high-quality, thorough risk analysis to see what is in wait for them. This helps mitigate the risk for both clients and specialists alike.	2	25%
The EP Specialist will have the ability to function independently under a wide range of physical and mental stresses while maintaining a constant state of concentration and attentiveness. Must be personable and sociable to interact with people of all levels. Must have excellent people skills and be mentally flexible to adapt to changes in the environment. Must have strong emotional intelligence skills to be self-aware and self-regulate allowing the specialist the ability to respond appropriately allowing small things to stay small and reacting when needed.	3	15%
The EP Specialist must adhere to a strict set of standards regarding proprietary information treating all information as confidential to protect both the principle and PRS's reputation.	4	5%

\*Weights equal 80% of job time spent. The remaining 20% is left open to allow flexibility in responsibilities.

# EXECUTIVE PROTECTION SPECIALIST

**Employment  
Type:**  
Full-Time

**Minimum  
Experience:**  
3+ Years

**Location:**  
Arlington,  
Washington

**Compensation:**  
Based on  
Experience

Premier Risk Solutions is a Best-in-Class Private Security Services and Consulting provider. PRS works with organizations and individuals on a global scale allowing for scalability & agility in meeting evolving business objectives with resources in 70 countries. The PRS leadership team has over 150 years of combined industry experience and knowledge.

Are you ready to join an innovative team and industry leader? If you answered yes, then apply now!

We are seeking an experienced Executive Protection Specialist to fill an immediate opening. This position provides protective services within client business setting to minimize the risk of workplace violence, provide support for a specific threat or scenario. This position will gather environment intelligence and make specific recommendations on threat and risk mitigation.

## PRIMARY RESPONSIBILITIES

**The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of individuals assigned to this job**

- Development of contingency plans based on assignment intelligence of subject/s and situation
- Assess for threats, vulnerabilities, evacuation strategies, and overall environment layout
- Provide safe, efficient, comfortable environment (armed, concealed as applicable)
- Must ensure privacy/confidentiality in all communications and deployment to only those with a business need to know
- Effectively communicate with all supporting parties
- Skilled communication methods including body language, tone, & language for de-escalation
- Constantly maintain situational awareness and maintaining a personal state of readiness at all times
- Must be an effective security barrier against potential threats
- Physically engage any threat and respond accordingly when necessary
- Provide proactive overt patrols and surveillance post incident (covert at client request)
- Must be flexible & available on a short notice
- Appearance must be professional and within guidelines of assignment requirements
- Must represent and protect the brand image & reputation of both PRS and the protectee at all times
- Follow all local, state, and federal laws while providing protection services

## MINIMUM QUALIFICATIONS

### KNOWLEDGE

- 3+ Years' Executive Protection Specialist
- Associates Degree (relevant experience can be substituted)
- Law Enforcement or Military Experience highly preferred
- Experience in dealing with volatile individuals highly preferred
- Basic Computer Skills-MS Office, Apple Products, Internet Search, Intelligence Resources
- Current understanding and knowledge of all applicable federal, state, & local laws & regulations

## KEY SKILLS

- Resiliency
- Time & Priority Mgt.
- Personal Accountability
- Flexibility
- Teamwork
- Futuristic Thinking
- Decision Making
- Customer Focus
- Structured
- Practical Thinking
- Understanding Others
- Systems Judgment

## ABILITIES

- Valid Driver's License and Clean Driving Record
- Ability to pass a comprehensive local, state & federal background check and drug screening
- Complete EEOC compliant applicant assessment
- Be in good standing with all required licensures for area of assignment
- Strong Written & Verbal Communication Skills. Must be fluent in the English language (read, write, speak)
- Well Developed EQ Skills (Emotional Intelligence)
- Ability to recognize the factors associated with threats for appropriate risk assessment and countermeasures.
- Preparing for and presenting security briefings and recommendations to stakeholders
- Some overnight and extended travel may be required as needed
- Provide all tools necessary and applicable to the position such as appropriate attire, firearm, vehicle, etc.
- U.S. Positions Only: Applicant shall be a citizen of the USA, or an alien who has been lawfully admitted for permanent residence as evidenced by alien Registration Receipt Card Form 1-151, or who presents other evidence from the INS that he/she is authorized to engage in employment. This position does not offer sponsorship.

## PREFERRED QUALIFICATIONS

Preference will be given to candidates who have the following:

- Concealed Weapon Permit or Reciprocity for State of Assignment
- ATAP Certified Threat Manager (Certification Current)
- ASIS Executive Protection Certification (Certification Current)
- Bi-lingual Skills Highly Preferred
- Bachelor's Degree or higher. (Relevant experience can be substituted)

## PHYSICAL DEMANDS

The following outlines the general physical demands of an individual placed into this position to successfully complete the job requirements. Reasonable accommodations may be made to allow disabled individuals to perform the essential functions of the job.

- Lifting up to 50lbs
- Extended Periods of Sitting, Standing, & Driving
- Ability to see in daytime and nighttime with 20/20 vision natural or corrective
- Ability to work indoor, outdoor & inclement weather environments for extended periods of time
- Exposure to sun, dust, loud noises, varying temperatures, and other environmental conditions

## EQUAL OPPORTUNITY EMPLOYER

Premier Risk Solutions (PRS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. PRS complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.