

DAY IN THE LIFE OF AN ARCHAEOLOGICAL PLANNING OFFICER

July 29, 2011 GGAT Day of Archaeology, Day of Archaeology 2011 archaeological planning officer, Archaeologists (IfA) Maritime Affairs Group, Archeological Planning Manager,business, Computing, E-mail, E-mail spam, GGAT, Glamorgan-Gwent Archaeological Trust, Institute for Archaeologists, Neil Maylan, planning, Spam, Spamming, Swansea, Wales, World Wide Web

I am Neil Maylan and I work as the Archeological Planning Manager for the Glamorgan-Gwent Archaeological Trust, based in Swansea, Wales. We provide advice to 13 local planning authorities in South East Wales and I hope to be able to provide a work diary for today.

I started my working day circa 7.30am. As part of my job I am responsible for the Trust's IT network and e-mails, so my first job is to check the e-mails that have come in overnight, delete the vast number of spam messages that are sent to our open e-mail accounts and redirect any messages that have been wrongly addressed or sent to the open accounts and need to be answered by a specific member of staff.

I also check my own e-mails received over night, fortunately few today and read the weekly newsletter from the Institute for Archaeologists (IfA) Maritime Affairs Group, which always has some fascinating information on an area of archaeology I really don't know enough about.